

New Jersey Department of Education

2003-2004 SCHOOL BASED BUDGET STATEMENT MANUAL



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Office of Fiscal Review and Improvement

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2003-04 SCHOOL-BASED BUDGET STATEMENT MANUAL

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SECTION A

INTRODUCTION

BACKGROUND

As a result of the May 21, 1998 Abbott v. Burke Supreme Court Decision, each Abbott district school is required to implement Whole School Reform (WSR). WSR is a complete restructuring of an entire school, putting in place a series of programs and strategies that have been proven by research to be effective. Abbott district schools implementing WSR are required to submit a school-based budget in addition to the districtwide budget for all other appropriations.

The budget development and preparation should be a process that involves the chief school administrator, school business administrator, principals, teachers and other members of the school management and improvement team (SMIT). The inclusion of all relevant staff is essential in preparing a school-based budget that provides adequate funding for programs and strategies that address the entire student population of the school.

The School-Based Budget Statement Software (SBB Software) was designed to collect the school-based budget data, generate school-based budget workpapers, and aid in the analytical review of the school-based budget. The School-Based Budget Development Workpapers developed in Microsoft Excel (Excel Budget Development Workpapers) support the SBB Software and have been provided as a budget development tool. Use of the Microsoft Excel Workpapers is not mandatory. Districts may use their own in-district developed budgeting tools if they provide the same information contained in the Microsoft Excel Workpapers.

The input data from the SBB Software will be used to create a Blended Resource Fund (Fund 15) budget statement for all WSR schools for import into the districtwide budget software. Fund 15, a subfund of the general fund, was created to allow budgeting of school-level appropriations and accounting for school-level expenditures to comply with the May 1998 court decision to implement school-based budgeting for all Abbott schools. Therefore, the general fund in an Abbott District includes Funds 11-13, which collectively represent the operating fund of the district and Fund 15 for each school. Fund 15 is school-level accounting while Funds 11-13 are district-level accounting.

GENERAL INFORMATION

Electronic Data Collection of the 2003-04 School-Based Budget Statement is required for all Abbott schools. The SBB Software program will generate the prescribed budget reports, per pupil spending reports, and comparison summary reports. In addition, the SBB Software will create a file (Fund 15 Statement) to import the school-based budget data into the 2003-04 districtwide budget statement. These paper copy reports and diskettes will be submitted to the Department of Education (DOE).

Data entry in the SBB Software is in a format similar to the Excel Budget Development Workpapers. All lines deleted from the Excel Budget Development Workpapers in 2002-03

have been blocked for data entry in the SBB software for both 2002-03 and 2003-04 and line descriptions have been changed accordingly. A summary crosswalk of the Excel Budget Development Workpapers to the SBB Software is included as Appendix B, "School-Based Budget Appropriation Account Crosswalk."

This manual provides the instructions for installing and completing the school-based budget statement electronically and for transferring the data to diskette for submission to the department. The following sections in this manual address these procedures:

Section B provides the technical instructions for downloading, installing, and accessing the SBB Software program.

Section C provides guidance for completing each workpaper in the SBB Software including a cross-reference to the data entered in the Excel Budget Development Workpapers. Each workpaper description includes the following three sections:

- (1) Use and Function - a general description of the purpose of the workpaper and software screen. Additional information on completion of a workpaper is provided in the "Manual for Completing School-Based Budget Development Workpapers By Abbott District Schools Fiscal Year 2003-04."
- (2) Input from Excel Budget Development Workpapers – a description on how to input the data into the workpaper screen using the Excel Budget Development Workpapers.
- (3) Reports Generated – a brief description on the reports that will be generated in the SBB Software from the workpaper data entered.

Section D provides a description of the Reports.

Section E provides a summary of the Edits.

Section F provides guidance for transferring the SBB Software data to a diskette.

Directions on the categorization of expenditures within the appropriate lines of the School-Based Budget Statement are contained in The Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools and in the Districtwide Budget Guidelines manual. Districts should refer to those documents for answers to questions regarding where to budget a particular expenditure item.

SUBMISSION DATES AND PROCEDURES

The School-Based Budget from the SBB Software and the Excel Budget Development Workpapers or district developed budget workpapers, if applicable, are to be submitted to the DOE on or before December 13, 2002. The diskette(s) generated from the SBB Software must also be submitted on December 13 and then updated and resubmitted upon final budget approval.

The data for FY 2002-03 should be updated to reflect any transfers or revisions that have occurred up to November 1, 2002. Once all data is entered, all edits have been run and an **approval code** is obtained, print the budget reports and perform the “Transfer to Diskette” function (Read the information in Section F – Transfer to Diskette).

The transfer to diskette procedure will generate a transmittal form. Check the transmittal form to ensure that the four-digit code in the upper left-hand corner of the transmittal form is the same code on the budget reports.

Send to the DOE the signed Letter of Transmittal and three copies (original and two copies) of the SBB Software printed reports in the following order:

Letter of Transmittal
Edit Report
Summary Information/Funding Sources
Staffing and Detailed Appropriations Import Summary
School-Based Budget Summary Reports
School Per Pupil Spending Report
Workpapers (A) to (X) [arranged alphabetically]

Three copies (original and two copies) of the Excel Budget Development Workpapers should also be submitted in the following order:

School Based Budget Workpapers – Regular Instruction
School Based Budget Workpapers – Categorical Programs

The December 13 submission should also include:

- One diskette containing the Excel Budget Development Workpapers for each school.
- One diskette containing the SBB Software transfer data for each school.
- An ASCII file of the payroll detail to support the amounts in the school-based budget.

2003-04 SBB SOFTWARE CHANGES AND ENHANCEMENTS

1. Illustrative Budget Prorated to Actual Budget Based on Projected Enrollments: This report, added in 2002-03 is not applicable in 2003-04. The report will remain on the report menu within the software, but when accessing the report, the user will receive the following message, "This report is not applicable for 2003-04."
2. Workpapers: Some description fields were changed to facilitate a better understanding of the line item category.
3. Workpaper I: A new line "Grades 9-12" has been added to Workpaper I for the limited case where an aide is necessary in a high school classroom.
4. Workpaper E: All preschool costs, with the exception of preschool categorical costs are to be recorded in Fund 20, Special Revenue Fund, for both 2002-03 and 2003-04. Therefore, Workpaper E has been blocked for the 2003-04 budget cycle. This workpaper will remain on the Data Entry screen, but when accessing the workpaper, the user will receive the following message, "Entry Blocked for 2003-04 Budget Cycle. This entry is not applicable for this budget cycle."
5. Workpaper X: Data entry has been blocked for the 2003-04 columns. The columns are shaded in the software to indicate that data entry is not permitted in them. This workpaper relates to the illustrative budgets, which are not applicable for 2003-04.
6. Workpapers F, and M: Data entry is not permitted in either year for **the Stipends and Substitutes - Other** lines. The regular Stipends and Substitutes lines will still be available in both budget years.
7. 2002-03 Preload: Districts with approved 2002-03 budgets were given the option to have their 2002-03 school-based budgets preloaded into the 2003-04 software. Those districts electing to exercise this option provided the department with their 2002-03 school-based budget diskettes and those diskettes have been preloaded into the prior year columns in the 2003-04 software. The preloaded amounts will have to be updated to include any approved transfers that have occurred at the Fund 15 level up to November 1, 2002. The districts that did not have approved 2002-03 budget are required to input the 2002-03 approved budget updated to include any transfers that have occurred at the Fund 15 level up to November 1, 2002.
8. Non-Salary Cost Workpapers: All non-salary cost workpapers and reports have been enhanced to include dollar and percentage increase (decrease) columns.
9. 2002-03 Per Pupil Cost Report: The software has been enhanced to include a current year Per Pupil Cost Report (2002-03) in addition to the budget year Per Pupil Cost Report (2003-04) which has been included in the software in prior years. Both reports will be printed when School Per Pupil Spending is selected from the Reports Menu. Categorical per pupil cost will not be calculated in the current year (2002-03) report due to current year (2002-03) categorical enrollment not being included in the school-based budget software.

SECTION B

INSTALLING AND RUNNING THE PROGRAM FROM THE DEPARTMENT OF EDUCATION NETWORK

1. INSTALLING THE PROGRAM

General Instructions

The process for receiving the 2003-04 SBB Software program will be performed exclusively through the Department's new DOENET which is available at <http://www.nj.gov/njded/data/collections/doenet/>. Please download the technical manual and follow the instructions for installing and running the new DOENET program. The process for submitting the final approved school-based budget data to the DOE will be performed exclusively through diskette. See Section A, Submission Dates for further information.

Hardware and Software Requirements

On each PC, you will need MS-DOS version 6.0 or higher to install and run the school-based budget program. The following hardware is needed:

- Any personal computer (PC), which provides adequate memory and processor power for the installed version of the Windows operating system. DOEnet 3.0 is compatible with the following operating systems:
 - Microsoft Windows 95
 - Microsoft Windows 98
 - Microsoft Windows NT 4.0
 - Microsoft Windows 2000 Professional
 - Microsoft Windows Millenium Edition (ME)
- A hard disk drive with approximately twelve megabytes (12 MB) of free disk space for installation; six megabytes (6 MB) of free space for permanent storage*.
- A 3-1/2 inch floppy disk drive to accommodate a high-density diskette.
- A stand-alone standard dot matrix or laser printer.

* It is important to verify the amount of available disk space on the PC where the program will be installed. If there is insufficient disk space, it may appear that the installation of the school-based budget software was successful when in fact; it was incomplete.

To determine whether you have enough available memory on your PC, you or your PC specialist should select one of the following, depending on which Operating System you are using:

1. Microsoft Windows 95, 98, NT, or 2000-

Your available memory is very likely to be adequate. You can verify this by typing "MEM" at the DOS-Prompt (you can get a DOS prompt by clicking on the "Programs" choice on the Windows 95 "Start" menu). The number listed for "Largest Executable Program Size" should be greater than or equal to 550 K.

2. Microsoft Windows 3.1 or 3.11-

We still recommend that you exit Windows 3.x from the Program Manager's File menu before running DOE applications, including the School-Based Budget. After exiting, type "MEM" at the DOS prompt to check on the available memory. The number listed for "Largest Executable Program Size" should be greater than or equal to 550 K. If the number listed is smaller than 550 K, you need to make more memory available. CONSULT YOUR PC SPECIALIST IF YOU NEED TO RECONFIGURE YOUR MEMORY.

If you are running the School-Based Budget application through the Windows MS-DOS icon (instead of exiting as recommended), you should be aware that Windows could use additional memory. Use the "MEM" command in the DOS "shell" to verify that the "Largest Executable Program Size" is at least 550 K, just before you start the application.

3. DOS- you can determine which version of DOS you are using by typing "VER".

DOS 4.0 and above-

Type "MEM" at the DOS prompt to check on available memory. The number listed for "Largest Executable Program Size" should be greater than or equal to 550 K. If the number listed is smaller than 550 K, you need to make more memory available. CONSULT YOUR PC SPECIALIST IF YOU NEED TO RECONFIGURE YOUR MEMORY.

Older versions of DOS-

We highly recommend a minimum configuration of DOS 4.0 and above running on a 386 PC or better.

The instructions contained in this manual assume that your floppy disk drive is A and that your hard disk drive is C. However, your PC's floppy disk drive may be B, and your hard drive may be designated with another letter.

Conventions

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down Arrow** key to highlight your choice if it appears on the screen.
- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down Arrow** keys to move to a different screen.

- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**).
- Press the escape key (**Esc**) to exit the selection.
- **CTRL+X** (X = a key) indicates that you hold down the control (Ctrl) key while pressing another key. For example, Ctrl+C.
- To leave the program, highlight the "Exit System" choice at the bottom of the main menu and press **ENTER**. When you select Exit System, data you have entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.

You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

Downloading the Software from DOENET

New DOENET is available at <http://www.nj.gov/njded/data/collections/doenet/>. Please download the technical manual and follow the instructions for installing and running the new DOENET program.

During the DOENET installation process, a screen will appear asking you to select your district installation work location selection. You are given the choice of installing the program and data files on your current PC location (**C**), to make an installation diskette that will be used to load the files on the PC of your choice (**M**) or to quit the installation procedure (**Q**).

The option of choosing the workstation for installation is provided for your convenience. If the program will be installed on multiple PC locations, then an installation diskette (Option M) is required. The 2003-04 SBB Software program is a single software program; however, each school is a mini program of the main program. Districts with more than one school may either install the software at multiple PC locations, or install multiple schools on one PC location. **CONSIDER YOUR OPTIONS CAREFULLY.**

2. RUNNING THE SYSTEM

Accessing the Program - First Time ONLY

1. It is strongly recommended that you access the program immediately after you install the program information to the hard drive of the workstation of your choice to complete the installation process. At the DOS directory C:\ type CD\SBUD03 and press **ENTER**. Then type **DSBUD03** to start the program. (Note: you can get to the C:\SBUD03>prompt at any time from C:> by typing CD\SBUD03)

Example: C:\>SBUD03>**DSBUD03**

2. The message "Loading School Files, Please Wait" should appear followed by the School District Identification menu. In order to use the program you must first select your district and school. This process is completed only once for each school.
 - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight your county. When highlighted, press **ENTER** to select it.
 - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight the name of your school district. When highlighted, press **ENTER**.
 - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight the name of your school. When highlighted, press **ENTER**.
 - An Identification Confirmation screen will appear.
 - If the county, district, or school name is/are not correct, enter **N** for No, and re-select your county, district and school name.
 - If the county, district and school name are all correct, enter **Y** for Yes
3. Once the school is identified, a School Sub-Directory is created within the SBUD03. A screen will appear noting that all files will be created within a sub-directory of SBUD03. You will need to access this sub-directory to gain access to the school data in all subsequent sessions. This process will allow more than one school-based budget to be installed on a PC. During this process, the program will display the unique sub-directory name. The naming convention used for the subdirectory is **S<four-digit LEA code><three digit school code>**. The initial installation of the main software will remain in the directory **SBUD03**.

Press **ENTER** to complete the identification process and you will now be in the school-based budget software for the school identified during the school identification process.

Installing Additional Schools

1. Additional schools may be identified by exiting the program and typing at the DOS prompt **CD\SBUD03**. Press **ENTER** to change the directory to SBUD03.

Example: C:\SBUD03\S1234001>**CD\SBUD03**
2. Enter **DSBUD03** and press **ENTER** to access the program and identify a new school following the procedures 1 through 3 identified above.

Example: C:\>SBUD03>**DSBUD03**
3. A unique sub-directory using the naming convention described above will be created within C:\SBUD03 directory for every school identified. **You will need to access this sub-directory to gain access to the school data in all subsequent sessions.**

Accessing the Program - Second and All Future Sessions

It is unlikely that you will enter all of the data during the first session. To access the program in all subsequent sessions, follow the procedure below. DO NOT RE-INSTALL THE SCHOOL UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN.

To access a school after initial installation:

1. At the DOS prompt for the hard drive where the program is stored, enter CD\SBUD03 and press ENTER to change the directory to the 2003-04 school-based budget subdirectory.

Example: C:\>CD\SBUD03

2. To access the folder containing the specific school's data, enter **CD\S<LEA CODE><SCHOOLCODE>** and press **ENTER**. (Note: Do not type parentheses around the LEA or school code.)

Example: C:\SBUD03>**CD S1234001**

2. Enter **DSBUD03** and press **ENTER** to access the program.

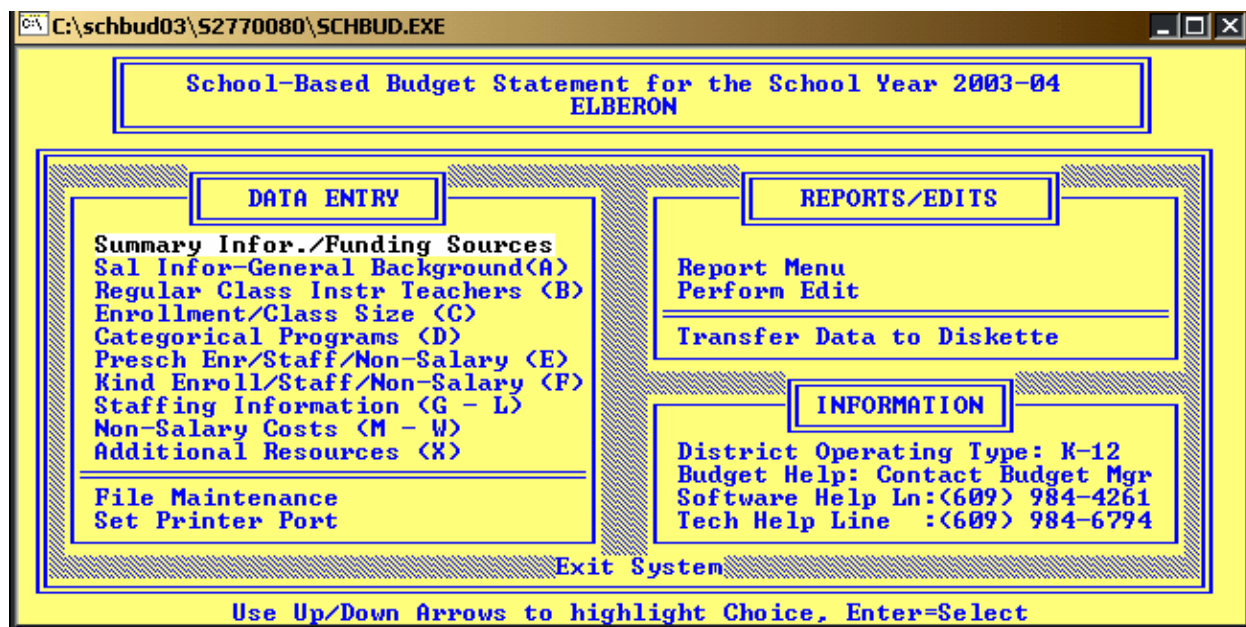
Example: C:\SBUD03\S1234001>**DSBUD03**

SECTION C DATA ENTRY

MAIN MENU SCREEN

The main consists of the following three (3) sections:

DATA ENTRY
REPORTS/EDITS
INFORMATION



INFORMATION SECTION

1. Verify that the name of your school appears at the top of the screen and that the data in the Information section entitled District Operating Type is accurate. (e.g. K-12)
2. For assistance at any time, you should first contact your district Budget Manager/Examiner.
3. E-mail use is encouraged for installation and use of the software. The e-mail address is Thomas.Sullivan@doe.state.nj.us.
4. You may obtain additional assistance by calling the State Department of Education between 8:15 a.m. and 4:15 p.m.:
 - For general assistance (how to complete the budget): phone (609) 292-4050
 - For technical assistance on the installation and printing: phone (609) 984-4261
 - For modem assistance: phone (609) 984-6794

DATA ENTRY SECTION

1. The following data entry screens appear as options for data entry and contain all of the information necessary to produce the reports that appear on the report menu:

Summary Information/Funding Sources
Salary Information- General Background (A)
Regular Class Instruction Teachers (B)
Enrollment/Class Size (C)
Categorical Programs (D)
Preschool Enrollment/Staff/Non-Salary (E)**
Kindergarten Enrollment/Staff/Non-Salary (F)
Staffing Information (G - L)*
Non-Salary Costs (M - W)*
Additional Resources (X)

*When selected, a sub-menu will appear listing each individual workpaper for selection.

**All preschool costs, with the exception of preschool categorical program costs are required be budgeted in Fund 20, Special Revenue Fund for both 2002-03 and 2003-04, therefore this workpaper is blocked from data entry. When selected, the following message will appear "Entry Blocked for 2003-04 Budget Cycle. This entry is not applicable for this budget cycle."

2. The school-based budget data can be entered in the forms in any order.

To select a form, use the **Up/Down Arrow** keys to highlight the desired form and press **ENTER** to select it. When a choice is selected, the appropriate screen will appear on which the data is to be entered.

Due to space limitations on the screen, not all columns in the forms appear. Use the **Right/Left Arrow** keys to move to the appropriate column that is labeled in the heading.

3. To enter data on a form, use the following process:

- Use the **Up/Down Arrow** or **PgUp/PgDn** keys to highlight the appropriate column on the desired line. (As you scroll through the form, the column sub-headings will change as appropriate.)
- Use the numeric keys to enter the data, and either press the **ENTER** key OR the **Up/Down Arrow** key.
- If you use the **ENTER** key, the cursor will automatically move down to the next line after you enter the data. If you use the **Up/Down Arrow** keys after entering data, you will move to the next line (either up or down).

- All data entry must be completed in whole dollars (do not use a comma or decimal point) with the exception of Full-time equivalents (FTE's). Salary and fringe benefits should be rounded up or down to the nearest dollar amount. FTE's should be rounded to two decimal places.
- All data entry fields are programmed to accept only positive amounts.
- The computer will perform all totals and subtotals. No entry will be allowed by the computer in those fields.
- If you are going to use the numeric keypad, make certain the number lock (NumLock) is in the ON mode. If you use the numeric keys on the alphanumeric keyboard, make certain you use the zero key (not the letter O key) and the number 1 key (not the letter l key) when entering numeric data.
- If you discover an error before pressing the **ENTER** or **Up/Down Arrow** key, use the **BACKSPACE** key to erase the figure and move the cursor (to the left, character by character), and then re-enter the data.
- If you discover an error after pressing the **ENTER** or **Up/Down Arrow** key, use the **Up/Down Arrow** key to highlight the amount and re-enter the data. (DO NOT use the backspace key first; the amount will be automatically erased as soon as you enter a number.)
- The software will automatically calculate/update the sub-totals and totals after each entry of data and save the data on the hard drive.
- When all data in a form has been entered, press the **Esc** key to return to the applicable menu screen.

COMPLETING THE SCHOOL-BASED BUDGET WORKPAPERS

1. Summary Information/Funding Sources

C:\schbud03\52770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Summary Information

School Type: Elementary Grade Span: k-5
2002-03 Current School Enrollment: 108.0 2003-04 Projected School Enrollment: 507.0
WSR Model: Comer School Development Program

Use F1 key to change this column

Select School Type

Elementary
Middle School
High School

Use Up/Down Arrows to highlight Choice
Enter = Select, Esc = Exit

Use and Function

This data entry screen is used to enter the summary and funding source information of the school based budget.

- The School Type is selected from a drop down menu of elementary, middle school or high school. You must select a school type. If an incorrect school type has been entered use the **Up/Down Arrow** key to return to the school type field and use the **F1** key to change the incorrect school type to the correct school type.
- Grade Span is a keyed field and represents the grade levels served by the selected school.
- Key the 2002-03 current school enrollment (as of October 15, 2002) and 2003-04 projected school enrollment in the applicable fields. These enrollment numbers should include all students in the school, including categorical and early childhood students.

Summary Information/Funding Sources (cont'd)

- The WSR model being implemented in the selected school is no longer preloaded during the installation of the software. The WSR model is selected from a drop down menu. The below list contains the available models for each school type.

<u>Model</u>	<u>Name</u>	<u>Elem</u>	<u>Middle</u>	<u>High</u>
ACCE	Accelerated Schools Program	X	X	
AM CH	America's Choice	X	X	
APD	Alternative Program Design (homegrown model)	X	X	X
CFL	Community for Learning	X	X	
CO-NECT	Co-Nect Schools	X	X	
COALITION	Coalition of Essential Schools	X	X	X
COMER	Comer School Development Program	X	X	
HSTW	High Schools That Work			X
MicroSociety	MicroSociety	X		
MRED	Modern Red Schoolhouse	X		
PAIDEIA	PAIDEIA	X	X	
SFA	Success for All/Roots & Wings	X	X	
TALENT DEV	Talent Development			X
VENTURES	Ventures in Education	X		X
ATLAS	ATLAS		X	
IF A SCHOOL DOES NOT HAVE A MODEL, ENTER APD..		X	X	X

- If an incorrect whole school reform model has been entered use the **Up/Down Arrow** key to return to the school type field and use the **F1** key to change the incorrect whole school reform model to the correct whole school reform model.
- After entry of the 2003-04 projected school enrollments, a funding sources screen will appear. An "X" should be entered next to those funding sources included in the development of the school-based budget. Four "Other" lines are available to identify additional revenue sources other than those listed as choices. For this choice, schools must type the name of the funding source over "Other" and enter an "X" next to the funding source.

Input from Excel Budget Development Workpapers

Enter this information from the Excel Budget Development Workpapers on Workpaper A.

Reports Generated

This information will be used to generate the Summary Information/Funding Sources and the School Per Pupil Spending reports.

2. Salary Information-General Background (Workpaper A) - OPTIONAL

Use and Function

COMPLETION OF THIS SCREEN IS OPTIONAL.

If completed, this screen should contain a brief explanation of the process used to determine the staffing components of the budget.

Input from Excel Budget Development Workpapers

If a school chooses to complete this screen, data may be obtained from the Excel Budget Development Workpapers, Workpaper A.

Reports Generated

If completed, this information will appear in the Salary Information – General Background report.

3. Regular Classroom Instructional Teachers (Workpaper B)

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (B)
Instructional Teachers-Regular Classroom
Staffing

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Grade 1 - 5 Teacher	15.00	750000	0
Grade 6 - 8 Teacher	0.00	0	0
Grade 9 - 12 Teacher	0.00	0	0
TOTAL REGULAR CLASSROOM TEACHER	15.00	750000	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Use and Function

This data entry screen is used to enter the number and cost of regular classroom instructional teachers.

Columns are provided to key the FTE and Salary amounts for 2002-03 and 2003-04. The 2002-03 data must be updated as of November 1, 2002. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

Enter this information from the applicable sections in the Excel Budget Development Workpapers, Workpaper B1.

Benefits are no longer accessible in Workpaper B, instead, total benefits from the Excel Budget Development Workpapers; Workpaper B will be recorded in total on the first line in Workpaper K.

Reports Generated

This information will be used to generate the Instructional Teachers – Regular Classroom, Staffing and Detailed Appropriations Import Summary, the School-Based Budget Summary Reports, and the School Per Pupil Spending reports.

4. Enrollment/Class Size (Workpaper C)

Grade Level	2002-03 Current Enroll	2002-03 Instru. Cls Size	2002-03 Cls Size Dur. Read	2003-04 Project Enroll	2003-04 Instru. Cls Size	2003-04 Cls Size Dur. Read
Grade 1	10	10	5	12	12	7
Grade 2	12	12	7	14	14	8
Grade 3	14	14	9	16	16	9
Grade 4	16	16	11	18	18	10
Grade 5	18	18	13	20	20	11
Grade 6	0	0	0	0	0	0
Grade 7	0	0	0	0	0	0
Grade 8	0	0	0	0	0	0
Grade 9	0	0	0	0	0	0
Grade 10	0	0	0	0	0	0
Grade 11	0	0	0	0	0	0
Grade 12	0	0	0	0	0	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Use and Function

This data entry screen is used to enter the enrollment and class size information by grade for both instructional class size and class size during reading for the teachers of those grades included on Workpaper B.

Enter the current enrollment (October 15, 2002) by grade level and the instructional class size and class size during reading by grade level for 2002-03. Enter the projected 2003-04 enrollment by grade level, instructional class size and class size during reading. Grades not applicable should be left blank.

Input from Excel Budget Development Workpapers

The data is obtained from the Excel Budget Development Workpapers, Workpaper C.

Reports Generated

This information will be used to generate the Enrollment and Class Size Information report. The information will also be used in the calculations of the School Per Pupil Spending reports.

5. Categorical Programs (Workpaper D)

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (D)

Staffing and Non-Salary Costs

Categorical Programs

1. Summary by Programs and Services
2. The detailed Budget for the above programs

Use Up/Down Arrows to highlight Choice, Enter = Select, Esc = Exit

Use and Function

This screen is used to report each categorical program (special education, resource room, bilingual, ESL, basic skills and other programs) offered in the school. Information is requested on the full-time equivalent number of teachers, the number of students served, (whether or not the costs are for a self-contained class), and the salary and non-salary costs for the program. Data is entered on forms that provide for a layering of information.

For each applicable program, the summary of programs and services screen must be completed prior to the detailed budget screen. If not, the program will not be available on the detailed budget screen.

Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers. There are separate Categorical Excel Budget Development Workpapers for each categorical program. These data entry procedures should be followed for each of the Categorical Excel Budget Development Workpapers.

Reports Generated

This information will be used to generate the Categorical Programs, Staffing and Detailed Appropriations Import Summary and School-Based Budget Summary reports.

1. Summary by Program and Services

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Staffing and Non-Salary Costs
1. Summary by Programs and Services

Categorical Programs		Self-contained Class	# of Students Served
130	Alternative School - Grades 6-8		0
140	Alternative School - Grades 9-12		0
201	Sp Ed - Cognitive - Mild	Y	15
202	Sp Ed - Cognitive - Moderate		20
204	Sp Ed - Learning and/or Language Disabilities	<div>Yes</div>	22
206	Sp Ed - Visual Impairments	<div>No</div>	22
207	Sp Ed - Auditory Impairments		45
209	Sp Ed - Behavioral Disabilities	Y	44
212	Sp Ed - Multiple Disabilities	N	8
213	Sp Ed - Resource Room/Resource Center	N	10
214	Sp Ed - Autism	N	15

Use Up/Down to highlight Choice, ESC=Exit

Use and Function

This screen lists all possible categorical programs. (Note that the above example is only a subset of the entire screen and does not show all possible programs). When the desired program has been highlighted use the **ENTER** key to access the yes/no drop down menu to indicate whether the program is self-contained (Y) or not self-contained (N).

The cursor will then advance to the # of Students field for entry. Key the projected number of students that will be served in that categorical program for 2003-04. Select

additional categorical programs and repeat the process until all categorical programs have been identified for the school. Each categorical program may only be used once.

Categorical Programs 241, 242, 243 and 244 should be completed for the yes/no drop down menu as follows:

Bilingual - self-contained (241) - "Y"

ESL - self-contained (242) - "Y"

Although, either "Y" or "N" will allow entry, only "Y" should be selected.

Bilingual - not self-contained (243)-"N"

ESL - not self-contained (244)-"N"

Although, either "Y" or "N" will allow entry, only "N" should be selected.

If an incorrect program is chosen in error, enter the # of Students Served by that program as zero and the yes or no will be deleted. If an incorrect program was chosen and the detailed budget information entered, the software program will confirm that all detailed budget information under that program will be deleted prior to deleting the program.

When all programs have been selected for the school, use the **Esc** key to return to the Categorical Programs menu.

Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers – Summary Page. There are separate Categorical Excel Budget Development Workpapers for each categorical program. These data entry procedures should be followed for each of the Categorical Excel Budget Development Workpapers.

2. The Detailed Budget for the Above Programs

When selected, this screen lists all the programs that were previously entered in section 1. Highlight and select a categorical program by using the **Up/Down Arrow** keys and pressing **ENTER**.

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (D)
Categorical Programs

Select the Budgeted Program

Program	Self-contained Class	# of Students Served
201-Sp Ed - Cognitive - Mild	Y	15
202-Sp Ed - Cognitive - Moderate	N	20
204-Sp Ed - Learning and/or Language Disabili	N	22
206-Sp Ed - Visual Impairments	Y	22
207-Sp Ed - Auditory Impairments	Y	45
209-Sp Ed - Behavioral Disabilities	Y	44
212-Sp Ed - Multiple Disabilities	N	8
213-Sp Ed - Resource Room/Resource Center	N	10

Use Up/Down to highlight Choice, ESC=Exit

Once a program is selected the following sub-screen appears:

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (D)
Categorical Programs
201 Sp Ed - Cognitive - Mild

Staffing and Non-Salary Costs

Explanation

Staffing

Non-Salary Costs

Use Up/Down Arrows to highlight Choice, Enter = Select, Esc = Exit

EXPLANATION SCREEN:

Use and Function

COMPLETION OF THIS SCREEN IS OPTIONAL.

If completed, this screen should contain a brief explanation of the process used to determine the staffing components of the budget.

Input from Excel Budget Development Workpapers

If a school chooses to complete this screen, data may be obtained from Categorical Excel Budget Development Workpapers, Workpaper A. There are Categorical Excel Budget Development Workpapers for each categorical program.

Reports Generated

If completed, this information will appear in the Categorical Programs report.

STAFFING SCREEN:

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper <D>
Categorical Programs
201 Sp Ed - Cognitive - Mild

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Teacher	2.00	60000	11250
Aide	1.00	15000	0
TOTAL	3.00	75000	11250

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Use and Function

This data entry screen is used to enter the number and cost of classroom instructional teachers and aides for each selected categorical program.

Columns are provided to key the FTE, Salary and Benefits amounts. The 2002-03 data must be updated as of November 1, 2002. A running total of the amounts keyed is shown for each column

Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers. There are separate Categorical Excel Budget Development Workpapers for each categorical program.

Enter this information from each of the Categorical Excel Budget Development Workpapers A into each of the applicable categorical programs selected.

Benefits are no longer accessible for each line in Workpaper D. Instead, total benefits from each of the individual Categorical Excel Budget Development Workpapers, Workpaper A will be recorded in total on the first line in Workpaper D, for each of the categorical programs selected.

Reports Generated

This information will be used to generate the Categorical Programs, Staffing and Detailed Appropriations Import Summary and School-Based Budget Summary report.

NON-SALARY COSTS SCREEN:

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper <D>
Categorical Programs
201 Sp Ed - Cognitive - Mild Budget Line: 02720

Object	2002-03	2003-04
Teacher Stipends and Subs.-Prof. Dev.	1500	1600
Teacher Stipends and Subs.- Other	0	0
Aide Stipends and Subs. - Prof. Dev.	1600	1800
Aide Stipends and Subs. - Other	0	0
Purchased Prof.- Ed Services	1700	2000
Purchased Technical Services	1750	2100
Other Purchased Services	1800	2200
Supplies and Materials	1850	2300
Textbooks	1900	2400

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Use and Function

This data entry screen is used to enter the non-salary costs for each of the selected categorical programs.

Columns are provided to key the FTE, Salary and Benefits amounts. The 2002-03 data must be updated as of November 1, 2002. A running total of the amounts keyed is shown for each column

Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers. There are separate Categorical Excel Budget Development Workpapers for each categorical program.

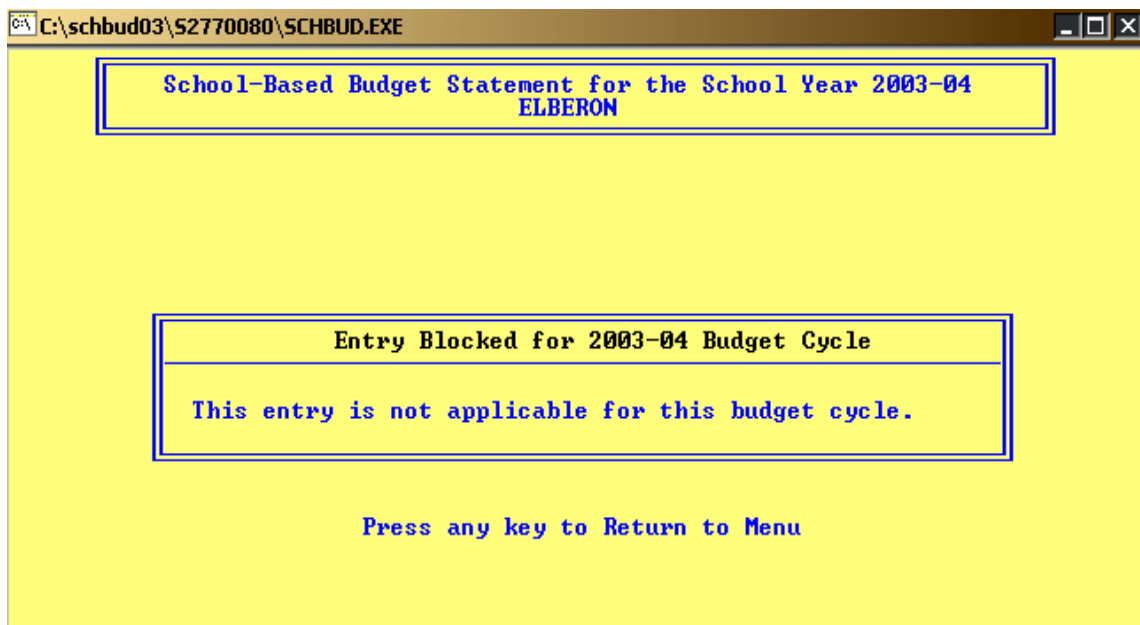
Enter teacher and aide stipends from each of the Categorical Excel Budget Development Workpapers, Workpaper M into each of the applicable categorical programs selected. Enter all other non-salary costs from each of the Categorical Excel Budget Development Workpapers, Workpaper N into each of the applicable categorical programs selected.

Reports Generated

This information will be used to generate the Categorical Programs, Staffing and Detailed Appropriations Import Summary and School-Based Budget Summary reports.

6. Preschool Enrollment/Staff/Non-Salary (W/P E)

Preschool costs for 2002-03 and 2003-04 are to be recorded in Fund 20, the Special Revenue Fund. Workpaper E is not applicable for the 2003-04 budget cycle. When this workpaper is selected from the data entry screen, the following message will appear.



7. Kindergarten Enrollment/Staff/Non-Salary (W/P F)

Workpaper F is used to report instructional costs related to kindergarten classes housed in the school that are under the jurisdiction of the principal. Do not include information

on classes operated by community providers. Information is requested on the number of students served and the salary and non-salary instructional costs for the program.

The information and associated costs for and kindergarten program must be in agreement with the district operational plan. There must be open communication between district and school level staff to ensure that the information and costs submitted by the school is in agreement with the district-level plan.

When this workpaper is selected from the main menu, the following sub-menu will appear:

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper <F>

Kindergarten

Enrollment, Staffing and Non-Salary Costs

Enrollment
Staffing
Non-Salary Costs

Use Up/Down Arrows to highlight Choice, Enter = Select, Esc = Exit

Use and Function

The Enrollment screen is used to enter the number of kindergarten students served in 2002-03 (October 15, 2002) and projected to be served in 2003-04.

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper <F>

Kindergarten

	2002-03	2003-04
Kindergarten Students - Full-Day	15	16

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

The Staffing screen is used to key two years of data, 2002-03 and 2003-04 for kindergarten FTE, Salary and Benefit Amounts.

C:\schbud03\52770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper <F>

Kindergarten

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Kindergarten Teacher	2.00	72000	14550
Kindergarten Aide	1.00	25000	0
TOTAL KINDERGARTEN TEACHER/AIDE	3.00	97000	14550

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

The Non-Salary Costs screen is used to enter the 2002-03 and 2003-04 non-salary costs for kindergarten.

C:\schbud03\52770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper <F>

Kindergarten **Budget Line: 02510**

Object	2002-03	2003-04
Reg Inst Teacher Stip and Subs <101>	2000	2010
Teacher Stip and Subs - Oth <101>	0	0
Reg Undist Aide Stip and Subs <106>	1800	2000
Aide Stip and Subs - Oth <106>	0	0
Reg Undist Purch Prof - Ed Serv <320>	1780	1950
Inst Staff Trn Pur Prof-Ed Serv <320>	0	0
Reg Undist Purch Tech Servs <340>	1740	1850
Inst Staff Trn Oth Pur Prof/Tech <390>	0	0
Reg Undist Oth Purch Serv <500>	1700	1750

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

The 2002-03 staffing and non-salary cost data must be updated as of November 1, 2002. A running total of the amounts keyed are shown for each column.

Input from Excel Budget Development Workpapers

ENROLLMENT:

Enter both the current and projected enrollment from the Early Childhood Excel Budget Development Workpapers on Workpaper A, page 2.

STAFFING:

Enter this information from the Kindergarten section of the Excel Budget Development Workpapers, Workpaper A.

Benefits are no longer accessible for each line in Workpaper F. Instead, record the total benefits for kindergarten from the Kindergarten section of the Excel Budget Development Workpapers, Workpaper A on the first line in Workpaper F.

NON-SALARY COSTS

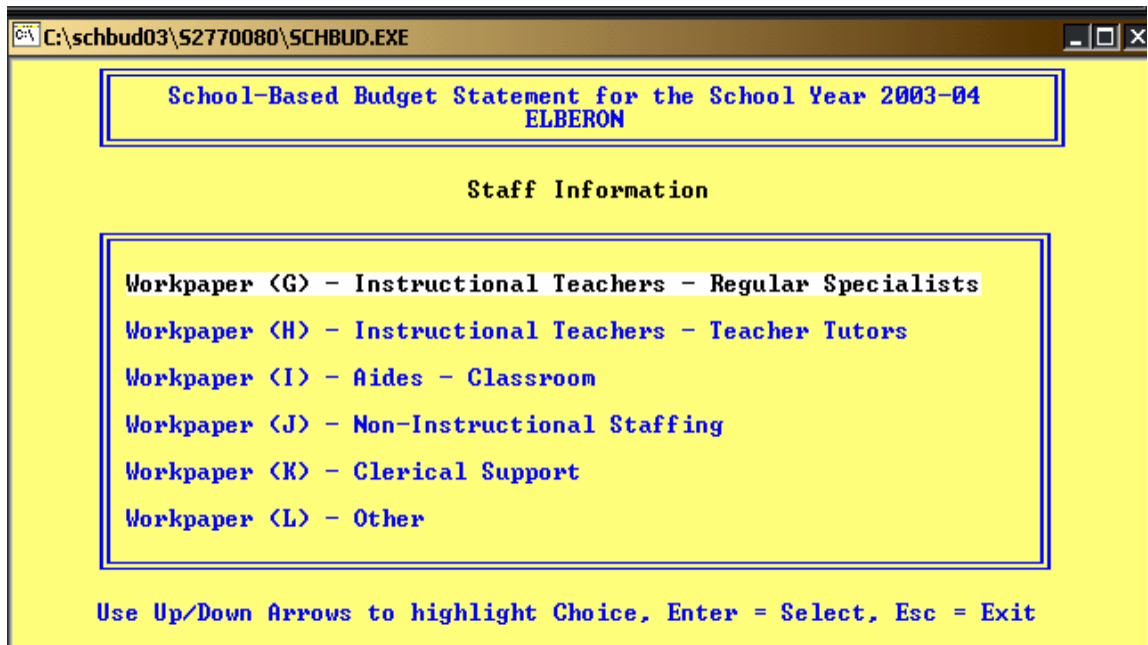
The data is obtained from the Kindergarten section of the Excel Budget Development Workpapers. Teachers and Aides Stipends and Substitutes data is obtained from Workpaper N and all other non-salary cost data is obtained from Workpaper N3.

Reports Generated

The information entered will be used to generate the Kindergarten Enrollment/Staffing/Non-Salary Cost, Staffing and Detailed Appropriations Import Summary, School-Based Budget Summary, and School Per Pupil Spending reports.

8. Staffing Information (Workpapers G-Workpapers L)

The following screens appear as options for data entry when **Staffing Information (G - L)** is selected from the DATA ENTRY Main Menu:



When these workpapers are selected a sub-menu will appear:

- 1) Explanation [Completion is OPTIONAL]
- 2) Staffing

The **Explanation** screen is a text screen used to report how the respective staff members are utilized in providing services in the school. The explanation should also detail existing positions that are currently vacant as well as new positions being requested. If staff members are allocated among schools the method of proration should be explained.

The completion of these screens is OPTIONAL.

The **Staffing** screen is used to key FTE and Salary Amounts for 2002-03 and 2003-04. The 2002-03 data must be updated as of November 1, 2002. See below for further details by individual workpaper. Benefit amounts will be recorded in total on Workpaper K.

WORKPAPER (G) - Instructional Teachers - Regular Specialists

C:\schbud03\52770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (G)
Instructional Teachers - Regular Specialists (Art, Music, PE, etc.)
Staffing

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Grades 1-5	2.00	100000	0
Grades 6-8	0.00	0	0
Grades 9-12	0.00	0	0
TOTAL REGULAR SPECIALISTS	2.00	100000	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPER (H) - Instructional Teachers - Teacher Tutors

C:\schbud03\52770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (H)
Instructional Teachers - Teacher Tutors
Staffing

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Grades 1-5	1.50	75000	0
Grades 6-8	0.00	0	0
TOTAL TEACHER TUTORS	1.50	75000	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPER (I) - Aides - Classroom

C:\schbud03\52770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (I)
Aides - Classroom
Staffing

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Grades 1-5 Aides	2.00	30000	0
Grades 6-8 Aides	0.00	0	0
Grades 9-12 Aides	0.00	0	0
TOTAL CLASSROOM AIDES	2.00	30000	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPERS (G) (H) AND (I)

Use and Function

Screens G, H and I are used to record the number and cost of Instructional Regular Teacher Specialists (G), Tutors (H) and Classroom Aides (I).

Columns are provided to key the FTE and Salary amounts for 2002-03 and 2003-04. The 2002-03 data must be updated as of November 1, 2002. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

Enter this information from the applicable sections in the Excel Budget Development Workpapers, Workpaper B1.

Benefits are no longer accessible in Workpapers G, H and I. Instead, total benefits from the Excel Budget Development Workpapers, Workpaper B will be recorded in total on the first line in Workpaper K.

Reports Generated

The information entered will be used to generate the Instructional Teachers – Regular Specialists, Instructional Teachers - Teacher Tutors, Aides - Classroom, the Staffing and Detailed Appropriations Import Summary, the School-Based Budget Summaries, and the School Per Pupil Spending reports.

WORKPAPER (J) - Non-Instructional Staffing

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (J)
Non-Instructional Staffing
Staffing

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Attendance/Drop-out Prevention Officer	0.00	0	0
Social Worker	3.00	105000	0
Family Liaison(Parent/Community Coord)	4.00	80000	0
Nurse/Health Specialist	2.00	100000	0
Health/Social Service Coord	0.00	0	0
Guidance Counselor	3.00	105000	0
Facilitator	2.00	60000	0
Technology Coord	1.00	50000	0
Librarian/Media Specialist	3.00	120000	0
Principal	1.00	90000	0
Security Officer	2.00	50000	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPER (K) - Clerical Support

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (K)
Clerical Support
Staffing

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Fringe Benefits - Regular Positions	0.00	0	418125
Attendance and Social Work	1.00	25000	0
Health Services	1.00	25000	0
Oth Student Support Serv - Regular	1.50	20000	0
Imp of Inst Serv	2.00	40000	0
Ed Media Serv/School Library	2.00	40000	0
School Administration	3.00	45000	0
TOTAL CLERICAL SUPPORT	10.50	195000	418125

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPER (L) – Other

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (L)
Other
Staffing

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Altern Sch - Grades 6-8 Teacher Sal	0.00	0	0
Altern Sch - Grades 9-12 Teacher Sal	0.00	0	0
Altern Sch - Oth Inst Sal	1.00	30000	0
Spec Ed - Cog - Mild-Teacher Sal	1.50	45000	0
Spec Ed - Cog - Mild-Oth Sal	1.00	30000	0
Spec Ed - Cog - Mod-Teacher Sal	1.00	30000	0
Spec Ed - Cog - Mod-Oth Inst Sal	1.50	45000	0
Spec Ed - LLD-Teacher Sal	1.00	30000	0
Spec Ed - LLD-Oth Instr Sal	1.00	30000	0
Spec Ed - UI-Teacher Sal	1.00	30000	0
Spec Ed - UI-Oth Instr Sal	1.50	45000	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Note that this exhibit for Workpaper L consists only of selected lines and does not contain all possible data entry line options.

WORKPAPERS (J) (K) AND (L)

Use and Function

Screens J, K and L are used to record the number and cost of Non-Instructional Professional Staff (J), Clerical Staff to Support the Non-Instructional Professional Staff (K) and any other staffing position that does not belong in any of the other staffing Workpapers in the school-based budget (L).

Columns are provided to key the FTE and Salary amounts for 2002-03 and 2003-04. The 2002-03 data must be updated as of November 1, 2002. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

Enter this information from the applicable sections in the Excel Budget Development Workpapers, Workpaper B1. In addition, the category entitled "Salaries-Other" on the Excel Budget Development Workpapers, Workpaper B, as well as the following three lines, are not automatically linked to B1:

15-190-100-106	Teacher Aide Salaries – Grades 9-12
15-000-213-100	Salaries-Substance Abuse Counselor
15-000-218-110	Guidance-Other Salaries

The district should manually enter this data onto the Excel Budget Development Workpapers, Workpaper B1 under Salaries-Other (List) and then proceed as above.

Benefits are no longer accessible in Workpapers J, and L and only available for access on the first line of Workpaper K. Instead of listing benefits on each line of each workpaper, as in prior years, total benefits from the Excel Budget Development Workpapers, Workpaper B will be recorded in total on the first line in Workpaper K.

Reports Generated

The information entered will be used to generate the Non-Instructional Staffing, Clerical Support, Other, the Staffing and Detailed Appropriations Import Summary, the School-Based Budget Summaries, and the School Per Pupil Spending reports.

9. Non-Salary Costs (Workpapers M-Workpapers W)

The following screens appear as options for data entry when **Non-Salary Costs (M - X)** is selected from the DATA ENTRY Main Menu:

C:\schbud03\S2770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Non-Salary Costs (M - W)

Workpaper (M) - Substitutes and Stipends
Workpaper (N) - Instruction (100)
Workpaper (O) - Attendance and Social Work Services (211)
Workpaper (P) - Health Services (213)
Workpaper (Q) - Other Student Support Services- Regular (218)
Workpaper (R) - Improvement of Instruction Services (221)
Workpaper (S) - Educational Media Services/School Library (222)
Workpaper (T) - Instructional Staff Training Services (223)
Workpaper (U) - School Administration (240)
Workpaper (V) - Security (262) and Transportation (270)
Workpaper (W) - Equipment

Use Up/Down Arrows to highlight Choice, Enter = Select, Esc = Exit

Workpaper (M) - Substitutes and Stipends

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (M)
Substitutes and Stipends
Non-Salary Costs Budget Line: 02520

Object	2002-03	2003-04
Grades 1-5 (120-100-101)	1500	1600
Grades 1-5 - Oth (120-100-101)	0	0
Grades 6-8 (130-100-101)	0	0
Grades 6-8 - Oth (130-100-101)	0	0
Grades 9-12 (140-100-101)	0	0
Grades 9-12 - Oth (140-100-101)	0	0
Reg Undist Aides (190-100-106)	500	510
Aides - Oth (190-100-106)	0	0
Cocurricular (401-100-100)	400	410

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Note that this exhibit for Workpaper M consists only of selected lines and does not contain all possible data entry line options.

Exhibits for Workpapers N-W are not provided since the formats for these workpapers are similar to Workpaper M.

WORKPAPERS M - W

Use and Function

Screen M is used to budget the amounts for stipends and substitute costs for staff by functional area of the budget. Regular instruction teacher amounts are reported by grade level category.

Screen N is used to report purchased services, materials, supplies and textbooks for the regular classrooms. The costs for SMIT meetings are budgeted in School Administration.

Screen O is used to report non-salary costs for the attendance/dropout prevention officer, social worker, and family liaison (parent/community coordinator) positions.

Screen P is used to report non-salary costs for the health services function. Non-salary costs associated with the Health/Social Service Coordinator are budgeted on this workpaper.

Screen Q is used to report non-salary costs for guidance office staff, school-based disciplinarians and substance abuse counselors.

Screen R is used to report non-salary costs for facilitators and curriculum development. Supervisors of instruction and their non-salary costs are considered district-wide budget items and are not reported here.

Screen S is used to report non-salary costs for this function, including related technology.

Screen T is used to budget the professional development costs of instructional staff members. Include the costs of consultants for instructional staff development, including model developer fees, attendance at workshops and conferences, and materials and supplies here.

Screen U is used to budget the non-salary costs for the principal's office. Costs for SMIT meetings other than those for substitutes and stipends would also be included here.

Screen V is used to budget the supplies and materials for security staff housed in the school, as well as the budgeted transportation costs for field trips. Other transportation costs are districtwide budget items.

Screen W is used to budget equipment purchases by function.

Columns are provided to key the FTE and Salary amounts for 2002-03 and 2003-04. The 2002-03 data must be updated as of November 1, 2002. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

Except for the below listed items, the SBB Software and the Excel Budget Development Workpapers are the same for Workpapers M-W. Enter the information on Workpapers M-W from the corresponding workpapers and lines as in the Excel Budget Development Workpapers, except for the following:

Screen M The Excel Budget Development Workpapers for account number 15-000-221-1XX (Summer Curriculum Development), will need to be split out by one or more of the four object codes 102, 104, 105 and 110 in the SBB Software. The account title in the SBB Software begins with Imp Inst-Sum Cur.

Screen N The Excel Budget Development Workpapers have six account numbers that begin with 15-4??-100 and end with a unique object code. The 4?? represents a combination of the three program codes 401, 402, 4XX. These six accounts will need to be split out by one or more of the three program codes in the SBB Software.

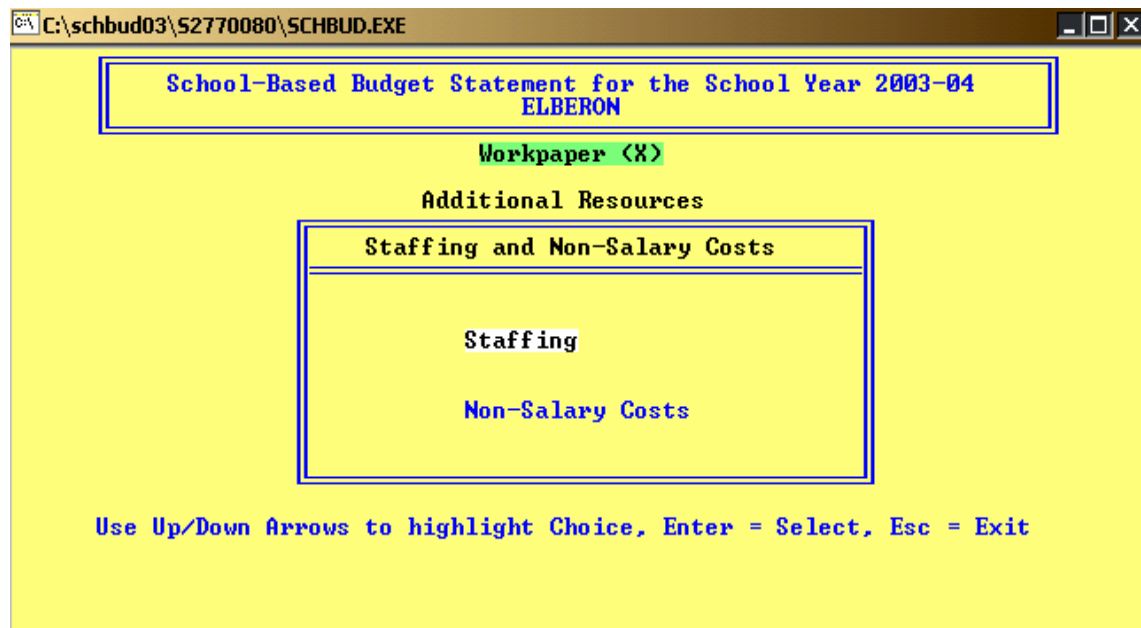
Reports Generated

The information entered will be used to generate the following reports:

Non-Salary Costs reports:
Substitutes and Stipends (M)
Instruction (N)
Attendance and Social Work (O)
Health Services (P)
Other Student Support (Q)
Improvement of Instruction (R)
Educational Media/School Library (S)
Instructional Staff Training (T)
School Administration (U)
Security and Transportation (V)
Equipment (W)
Staffing and Detailed Appropriations Import Summary
School-Based Budget Summaries
School Per Pupil Spending

10. Additional Resources (Workpaper X)

When Workpaper X is selected from the main menu this sub-menu will appear:



STAFFING SUB-MENU:

C:\SBUD03\52770080\DSBUD03.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (X)
Additional Resources
Staffing Budget Line: 12710

	2002-03 FTE	2002-03 Salaries	2002-03 Benefits
Reg Prog - Presch/Kind Teachers Sal	1.00	10000	26000
Reg Prog - Grades 1-5 Teachers Sal	2.00	20000	0
Reg Prog - Grades 6-8 Teachers Sal	1.00	10000	0
Reg Prog - Grade 9-12 Teachers Sal	5.00	50000	0
Reg Prog - Oth Sal for Inst	5.00	50000	0
Other Inst Prog - Inst Sal	5.00	5000	0
TOTAL ADDITIONAL RESOURCES - SALARIES	19.00	145000	26000

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

NON-SALARY COSTS SUB-MENU:

C:\schbud03\52770080\SCHBUD.EXE

School-Based Budget Statement for the School Year 2003-04
ELBERON

Workpaper (X)
Additional Resources
Non-Salary Costs Budget Line: 02510

Object	2002-03	2003-04
Kindergarten Stipends/Subs (110)	1500	0
Grades 1-5 Stipends/Subs (120)	2000	0
Grades 6-8 Stipends/Subs (130)	0	0
Grades 9-12 Stipends/Subs (140)	0	0
Reg Undist-Inst Oth Staff Stip (190)	2000	0
Oth Inst Prog-Inst Staff Stip (4XX)	1000	0
Reg Undist-Inst Pur Prof Ed Serv (190)	2000	0
Reg Undist-Inst Pur Tech Serv (190)	1500	0
Reg Undist-Inst Oth Pur Serv (190)	500	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Note that this exhibit for Workpaper X consists only of selected lines.

WORKPAPER X

Use and Function

Workpaper X is not applicable for 2003-04 budgeted costs. This workpaper related to the illustrative budgets in prior years and illustrative budgets are not applicable in 2003-04; therefore Workpaper X is not applicable for 2003-04 costs. Only the 2002-03 columns of Workpaper X **should be completed by** elementary schools that are implementing a WSR model other than Success for All. These columns should have been used to budget the additional resources for other instructional strategies, consistent with the WSR model, to allow students to perform at grade level. The costs should be updated through November 1, 2002 and be aligned with your WSR model developer. They should be equivalent to the prorated costs related to the teacher tutor positions in the Success For All model.

The **Staffing** screen is used to key FTE, Salary and Benefit Amounts for 2002-03. The 2003-04 columns of this screen are blocked to prevent data entry.

The **Non-Salary Costs** screen is used to enter the 2002-03 non-salary costs. The 2003-04 columns of this screen are blocked to prevent data entry.

The 2002-03 data must be updated as of November 1, 2002. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

STAFFING:

Enter this information from the Excel Budget Development Workpapers, Workpaper X1. On X1, account numbers are manually entered by the budget preparer. Therefore, enter from the Excel Budget Development Workpapers to the applicable lines in the SBB Software. See Appendix C for the SBB Fund 15 and Workpaper Crosswalk indicating the workpaper each account number appears on.

Benefits are no longer accessible for each line in Workpaper X. Instead, total benefits from the Excel Budget Development Workpapers, Workpaper X will be recorded in total on the first line in Workpaper X.

NON-SALARY COSTS

Enter this information from the Excel Budget Development Workpapers, Workpaper X2. On X2, account numbers are manually entered by the budget preparer. Therefore, enter from the Excel Budget Development Workpapers to the applicable lines in the DOE school-based budget software. See Appendix C for the SBB Fund 15 & Workpaper Crosswalk indicating the workpaper each account number appear on.

Reports Generated

The information entered will be used to generate the Additional Resources reports, Staffing and Detailed Appropriations Import Summary, School-Based Budget Summary Reports and School Per Pupil Spending reports.

SECTION D REPORTS

After finishing the data entry, you can print out the summary reports for internal review, edit the data to look for errors or transfer the data to the diskette (after successfully editing the data). Reports submitted to the DOE for approval must always contain a four-digit approval code on all submitted reports. To obtain a four-digit approval code on all of the reports, the perform edit function must be selected from the main menu and all fatal edits must be cleared. (See section E for further details on the perform edit function).

FILE MAINTENANCE

This function enables the identification and removal of corrupted files, which may have been copied into the database. The File Maintenance option can be used at any time to reconstruct the index files associated with the school-based budget data input files.

New this year to file maintenance is a mechanism to update illustrative model FTE data for report purposes. If needed, the Department may issue updates to the model data. At this point the Department would notify the district of the change and instruct the district to install the software and perform file maintenance on each school file.

**Files Re-Indexed
and
FTE rating file has been updated.**

SET PRINTER PORT

Selecting the Set Printer Port Option on the main screen generates the following screen:

Set Printer Port	
Current Printer Port:	PRN
Set Printer Port To:	PRN LPT1 LPT2 LPT3 COM1 COM2

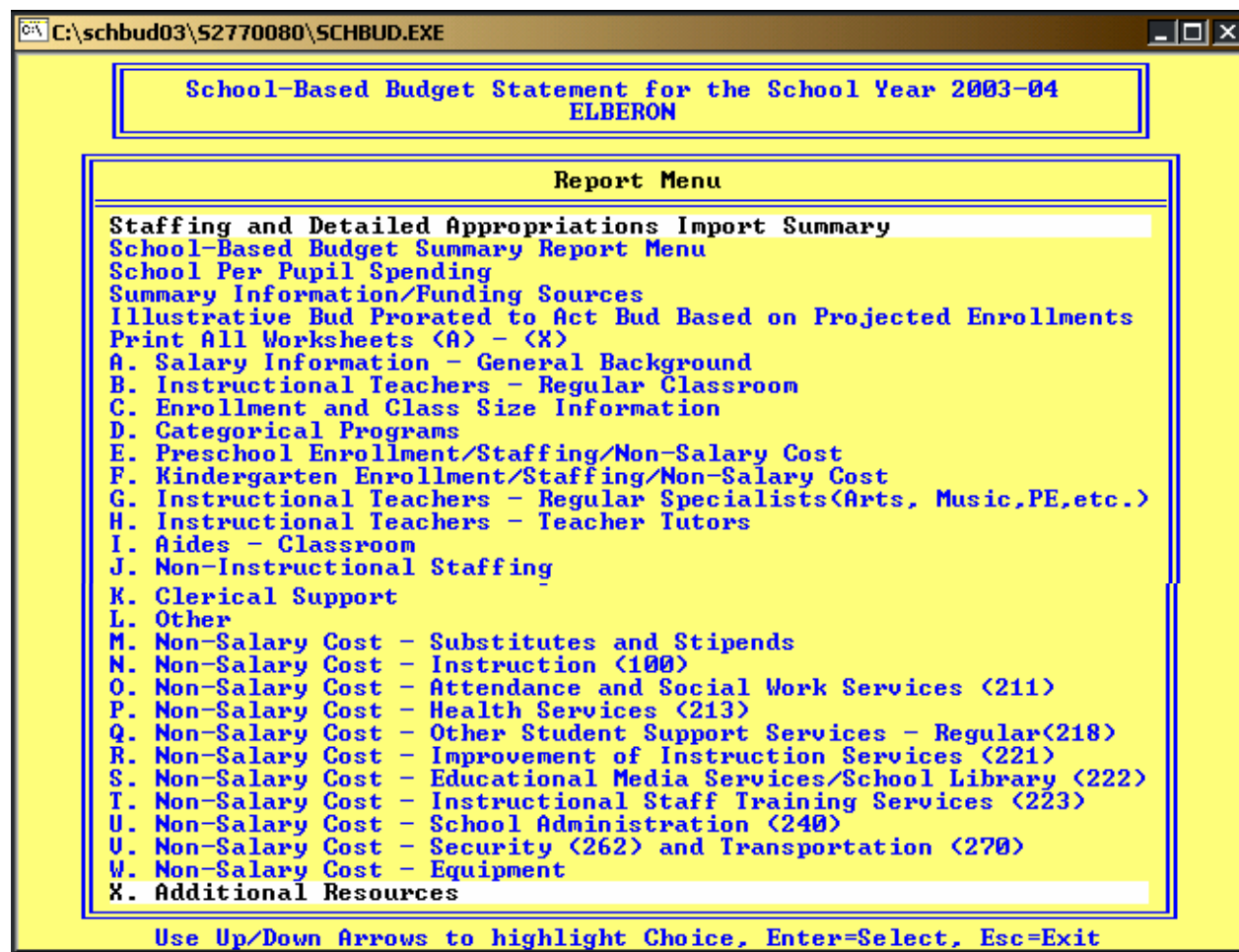
This option is used to change the default printer port from LPT1 to the port that is required by your system configuration. By default all reports will be directed to LPT1 for printing. This is

the standard PC parallel printer port for most systems. However, the configuration of your system may require that you direct printed output to a different port. There is no need to access this menu if your printer port is LPT1. This process is completed only once and should be done before the first report is printed. The computer will store your printer selection in memory.

REPORT MENU

The reports produced by the computer can only be viewed in paper form. When printing, both the date and time that the report was printed will appear at the top of each page. A message "Edits Were Run and No Errors Were Detected" will also appear when the reports are run after the edits have been performed and passed and prior to reaccessing data entry screens

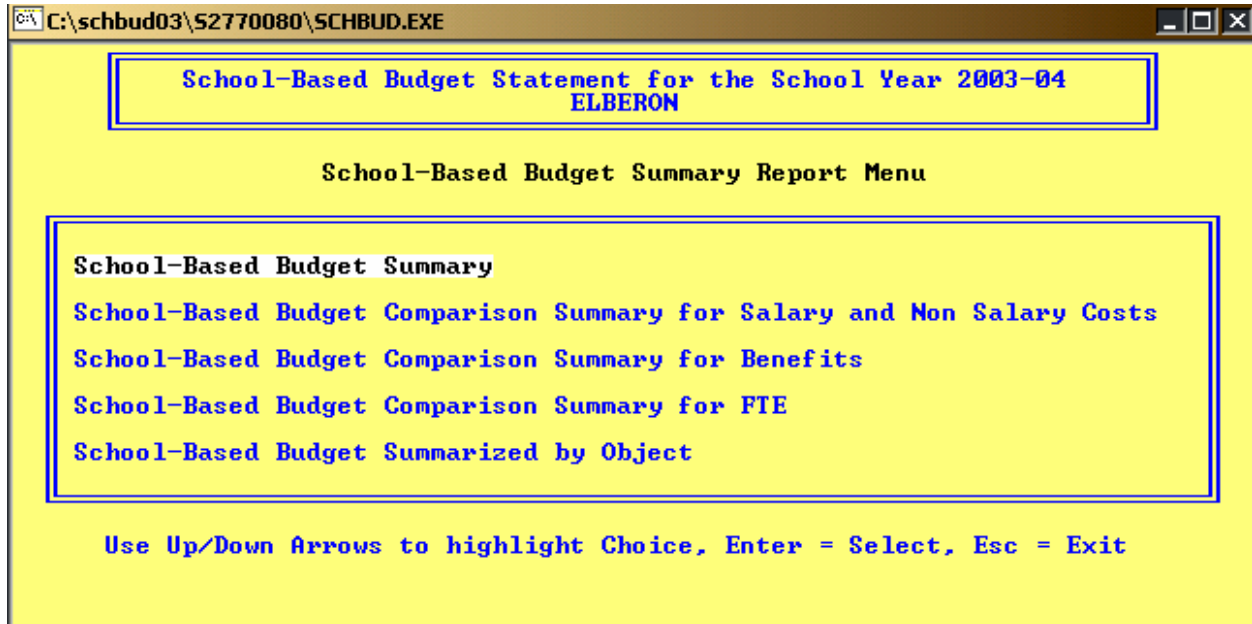
The following reports can be generated at any time and printed on the printer attached to your PC:



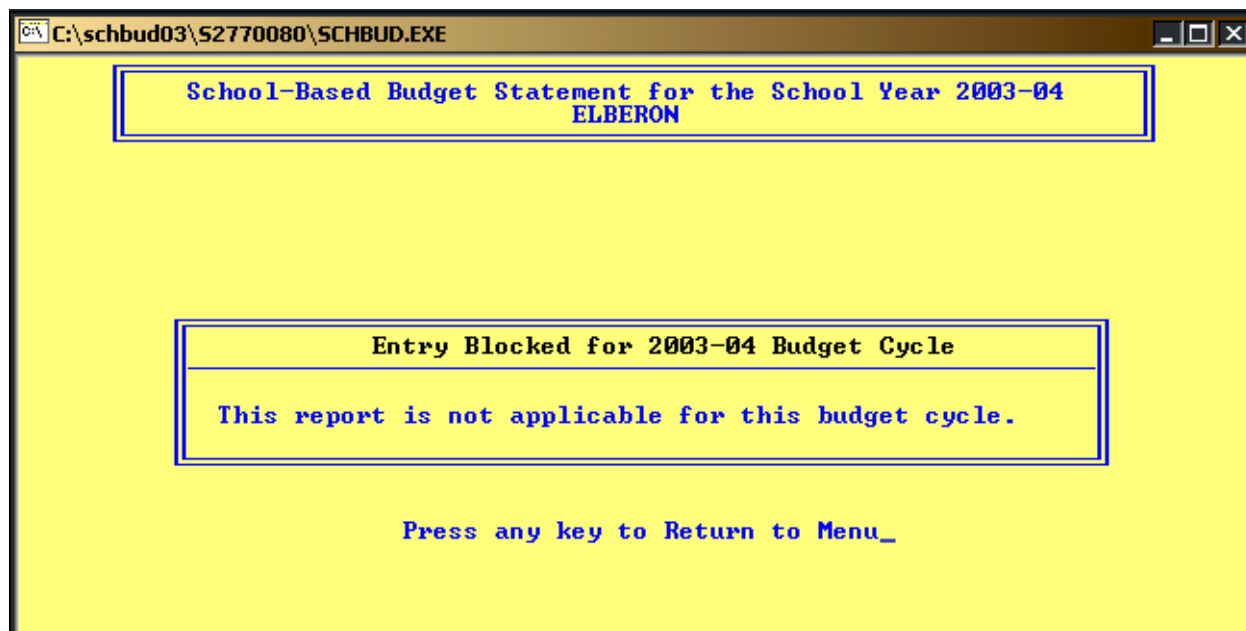
- The Detailed Appropriations Import Summary report will only print those lines containing data in one of the two budget year columns.

- The reports on the menu will produce all lines/pages when selected and printed, with the exception of the Categorical Programs Report, which will only print those programs for which data has been entered.

When the School-Based Budget Summary Report Menu is selected the following sub-menu appears:



The Illustrative Budget Prorated to Actual Budget based on Projected Enrollments report is not applicable in 2003-04. When this report is requested from the report menu, the following screen will appear.



To generate a report, highlight "Report Menu" from the REPORTS/EDITS section of the main menu.

- Use the **Up/Down Arrow** key to highlight the report that is desired and press **ENTER** to select.
- Use the **Up/Down Arrow** key to specify your printer type. If you are printing on other than an Epson dot matrix compatible or HP LaserJet compatible printer, follow the instructions on the screen to setup the printer.

NEW REPORT

The School Per Pupil Spending Report has been enhanced to print for both the budget year (2003-04) and the current year (2002-03). In prior years, this report was generated for the budget year only. The current year report will look similar to the budget year report, with the exception of the date at the top of the report and the categorical cost will be included in the report, but there will be no associated per pupil amounts for 2002-03 due to the software only collecting categorical enrollments for the budget year.

SECTION E EDITS

Perform Edits

The edit checks built into the computer program are checks that pertain to the entry of various related data entry fields. If errors are found, a screen will appear that indicates the nature of the error(s). The program includes both warning and fatal edits relating to the data entered. Below is a sample of the screen showing the error message on the left side and the error type on the right side. Fatal edits are indicated by the error code "F" and warning edits are indicated by the error code "W".

School-Based Budget Statement for the School Year 2003-04 ELBERON	
Edit Report	
Error Message	Error Code
Summary Proj Enroll: 555.0 NE Workpaper Enroll C+D+F 507.0	W
Wp B Grades 1 - 5: 02-03 FTE Not Entered	F

Use Up/Down Arrows, PgUp/PgDn to View Errors
P = Print Report Esc = Exit

Many of the messages result from non-entry of related amounts in different sections of the data entry screens. It is highly recommended that the edits be performed after all data is entered. Many messages may result if all data has not been keyed. Carefully read the message and the explanations listed below before calling the Budget Help Line.

It should be noted that the correction of one error message might also result in the correction of other error messages. It is suggested that as corrections are made the Perform Edit screen be accessed to verify the remaining uncleared error messages.

1. To perform an edit, highlight "Perform Edit" in the REPORTS/EDITS section of the main menu and press ENTER. If no errors are found, a screen will appear confirming that no errors were found. If errors are found, an edit report screen will appear that lists the errors found. A complete list of the error messages and related explanations is contained below.

2. The message “Edits Were Run and No Errors Were Detected” that appears in the header of all printed reports relates to the fatal edits that must be passed prior to submission of the school-based budget materials and prior to transferring the data to diskette. It will appear once all fatal edits are passed. All warning edits do not have to be cleared for this message to appear.
 - Use the **Up/Down Arrow** and **PgUp/PgDn** keys to view the errors.
 - Enter the letter **P** to print a copy of the edit report.
 - Enter **Esc** to exit the edit report menu and to return to the main menu in order to correct the errors.

The edits **MUST** be run and fatal edits passed prior to printing reports and transferring the data to the diskette for submission to the Department.

Districts are required to submit a copy of the edit report generated by the school-based budget software to the Department along with the school-based budget package containing the message, "Edits Were Run and No Errors Were Detected." The edit report will list any warning edits that have not been passed or contain a message “No Errors Have Been Found.” A school-based budget submission will not be considered complete and acceptable unless the edit message appears on the school-based budget materials and the edit report has also been submitted.

SCHOOL-BASED BUDGET EDIT MESSAGE EXPLANATIONS

The possible error messages that will appear in the edit report with the related explanation are listed below:

The following symbols, "@" or "@@@", which are used in some error messages below indicate that this message may be applicable to various grades, workpapers, lines or categorical programs.

ERROR MESSAGE	ERROR CODE	EXPLANATION
Summary Information: School Type must be entered.	Fatal	The School Type was not entered on the Summary Infor./Funding Sources data entry screen. This information must be entered.
Summary Proj Enroll: NE Workpaper Enroll C+D+F	Warning	The 2003-2004 Projected School Enrollment entered on the Summary Infor./Funding Sources screen does not equal the sum of the 2003-2004 enrollments entered on Workpapers C, D (only self contained), and F. Verify that enrollments are properly entered.
Summary Information: WSR Model must be entered	Fatal	The WSR Model was not entered on the Summary Infor./Funding Sources data entry screen. This information must be entered.
Elemen Sch should not have Grade 9 to 12 Projected Enroll	Warning	The School Type has been identified as Elementary and 2003-04 Projected Enrollments for grades 9 to 12 have been entered on Workpaper C. The enrollment entered for grades 9 to 12 is printed at the end of the error message. Verify that this information is correct.
High Sch should not have Grade 1 to 8 Projected Enroll	Warning	The School Type has been identified as High School and 2003-04 Projected Enrollments for grades 1 to 8 have been entered on Workpaper C. The enrollment entered for grades 1 to 8 is printed at the end of the error message. Verify that this information is correct.
Middle School Wkp F should not have enroll, staff or NS costs	Warning	The School Type has been identified as Middle School and data has been entered on Workpaper F - Kindergarten. Verify that Enrollment, Staffing or Non-Salary Costs entered on Workpaper F represent kindergarten costs and that the correct School Type has been selected.
High School Wkp F should not have enroll, staff or NS costs	Warning	The School Type has been identified as High School and data has been entered on Workpaper F - Kindergarten. Verify that Enrollment, Staffing or Non-Salary Costs entered on Workpaper F represent kindergarten costs and that the correct School Type has been selected.
Elemen Sch, Success for All Model should not use Wkp X	Fatal	The School Type has been identified as Elementary School and the Model Type has been identified as Success for All and data has been entered on Workpaper X – Additional Resources. Workpaper X should not be used with this Elementary Model Type.

ERROR MESSAGE	ERROR CODE	EXPLANATION
Middle School should not use Wkp X	Fatal	The School Type has been identified as Middle School and data has been entered on Workpaper X – Additional Resources. Workpaper X is not applicable for this School Type.
High School should not use Wkp X	Fatal	The School Type has been identified as High School and data has been entered on Workpaper X – Additional Resources. Workpaper X is not applicable for this School Type.
WP B Grades "@": 02-03 Staffing Not Entered. Enroll in Wp C	Fatal	For the indicated Grades, 2002-2003 enrollment has been entered in Workpaper C and corresponding 2002-2003 staffing information (FTE and/or salaries) has not been entered on Workpaper B.
WP B Grade "@": 02-03 Salary Not Entered	Fatal	For the indicated Grade, 2002-2003 FTE has been entered in Workpaper B and 2002-2003 salaries have not been entered for that Grade.
WP B Grade "@": 02-03 FTE Not Entered	Fatal	For the indicated Grade, 2002-2003 salaries have been entered in Workpaper B and 2002-2003 FTE have not been entered for that Grade.
WP B Grade "@": 03-04 Salary Not Entered	Fatal	For the indicated Grade, 2003-2004 FTE has been entered in Workpaper B and 2003-2004 salaries have not been entered for that Grade.
WP B Grade "@": 03-04 FTE Not Entered	Fatal	For the indicated Grade, 2003-2004 salaries have been entered in Workpaper B and 2003-2004 FTE have not been entered for that Grade.
WP B Grades "@": 03-04 Staffing Not Entered. Enroll in Wp C	Fatal	For the indicated Grades, 2003-2004 enrollment has been entered in Workpaper C and corresponding 2003-2004 staffing information (FTE and/or salaries) has not been entered on Workpaper B.
WP C Grade "@": 02-03 Enrollment Not Entered. Staffing in Wp B	Fatal	For the indicated Grade, 2002-2003 staffing information (FTE and/or salaries) has been entered in Workpaper B and corresponding 2002-2003 enrollment has not been entered on Workpaper C.
WP C Grade "@": 03-04 Enrollment Not Entered. Staffing in Wp B	Fatal	For the indicated Grade, 2003-2004 staffing information (FTE and/or salaries) has been entered in Workpaper B and corresponding 2003-2004 enrollment has not been entered on Workpaper C.
WP D Line "@ Prg "@@": 02-03 Salary Not Entered	Fatal	For the indicated Program, 2002-2003 FTE has been entered in Workpaper D and 2002-2003 salaries and benefits have not been entered for that Program.
WP D Line "@ Prg "@@": 02-03 FTE Not Entered	Fatal	For the indicated Program, 2002-2003 salaries have been entered in Workpaper D and 2002-2003 FTE have not been entered for that Program.
WP D Prg "@@":02-03 Benefits Not Entered	Warning	For the indicated Program, 2002-2003 FTE and salaries have been entered in Workpaper D and 2002-2003 benefits

ERROR MESSAGE	ERROR CODE	EXPLANATION
		have not been entered for that Program.
WP D Prg “@@@”:02-03 FTE and Salary Not Entered	Fatal	For the indicated Program, 2002-2003 benefits have been entered in Workpaper D and 2002-2003 FTE and salaries have not been entered for that Program.
WP D Prg “@@@”:02-03 FTE and Benefits Not Entered	Fatal	For the indicated Program, 2002-2003 salaries have been entered in Workpaper D and 2002-2003 FTE and benefits have not been entered for that Program.
WP D Prg “@@@”:02-03 Salary and Benefits Not Entered	Fatal	For the indicated Program, 2002-2003 FTE have been entered in Workpaper D and 2002-2003 salaries and benefits have not been entered for that Program.
WP D Line “@” Prg “@@@”: 03-04 Salary Not Entered	Fatal	For the indicated Program, 2003-2004 FTE has been entered in Workpaper D and 2003-2004 salaries have not been entered for that Program.
WP D Line “@” Prg “@@@”: 03-04 FTE Not Entered	Fatal	For the indicated Program, 2003-2004 salaries have been entered in Workpaper D and 2003-2004 FTE have not been entered for that Program.
WP D Prg “@@@”:03-04 Benefits Not Entered	Warning	For the indicated Program, 2003-2004 FTE and salaries have been entered in Workpaper D and 2003-2004 benefits have not been entered for that Program.
WP D Prg “@@@”:03-04 FTE and Salary Not Entered	Fatal	For the indicated Program, 2003-2004 benefits have been entered in Workpaper D and 2003-2004 FTE and salaries have not been entered for that Program.
WP D Prg “@@@”:03-04 FTE and Benefits Not Entered	Fatal	For the indicated Program, 2003-2004 salaries have been entered in Workpaper D and 2003-2004 FTE and benefits have not been entered for that Program.
WP D Prg “@@@”:03-04 Salary and Benefits Not Entered	Fatal	For the indicated Program, 2003-2004 FTE have been entered in Workpaper D and 2003-2004 salaries and benefits have not been entered for that Program.
WP D Prg “@@@”: 03-04 Staffing and Non-Salary Costs Not Entered	Warning	For the indicated Program, # of Students Served has been entered in Workpaper D and 2003-04 staffing information and non-salary costs have not been entered for that Program.
WP D Prg “@@@”: 03-04 Staffing Not Entered	Warning	For the indicated Program, # of Students Served has been entered in Workpaper D and 2003-04 staffing information has not been entered for that Program.
WP D Prg “@@@”: 03-04 Non-Salary Costs Not Entered	Warning	For the indicated Program, # of Students Served has been entered in Workpaper D and 2003-04 non-salary costs have not been entered for that Program.
WP F: 02-03 Staffing and Non-Salary Costs Not Entered	Fatal	2002-2003 kindergarten enrollment has been entered in Workpaper F and 2002-2003 staffing and non-salary costs have not been entered in Workpaper F.
WP F: 02-03 Non-Salary Costs Not Entered	Fatal	2002-2003 kindergarten enrollment and staffing costs have been entered in Workpaper F and 2002-2003 non-salary costs have not been entered in Workpaper F.
WP F: 02-03 Staffing	Fatal	2002-2003 kindergarten enrollment and non-salary costs

ERROR MESSAGE	ERROR CODE	EXPLANATION
Not Entered		have been entered in Workpaper F and 2002-2003 staffing costs have not been entered in Workpaper F.
WP F: 02-03 Enrollments and Non-Salary Costs Not Entered	Fatal	2002-2003 staffing costs have been entered in Workpaper F and 2002-2003 kindergarten enrollment and non-salary costs have not been entered in Workpaper F.
WP F: 02-03 Enrollments and Staffing Not Entered	Fatal	2002-2003 non-salary costs have been entered in Workpaper F and 2002-2003 kindergarten enrollment and staffing costs have not been entered in Workpaper F.
WP F: 02-03 Enrollments Not Entered	Fatal	2002-2003 staffing and non-salary costs have been entered in Workpaper F and 2002-2003 kindergarten enrollment has not been entered in Workpaper F.
WP F: 02-03 Benefits Not Entered	Warning	2002-2003 kindergarten FTE and salaries have been entered in Workpaper F and 2002-2003 benefits have not been entered in Workpaper F.
WP F: 02-03 FTE and Salary Not Entered	Fatal	2002-2003 kindergarten benefits have been entered in Workpaper F and 2002-2003 FTE and salaries have not been entered in Workpaper F.
WP F: 02-03 FTE and Benefits Not Entered	Fatal	2002-2003 kindergarten salaries have been entered in Workpaper F and 2002-2003 FTE and benefits have not been entered in Workpaper F.
WP F: 02-03 Salary and Benefits Not Entered	Fatal	2002-2003 kindergarten FTE have been entered in Workpaper F and 2002-2003 salaries and benefits have not been entered in Workpaper F.
WP F: 03-04 Staffing and Non-Salary Costs Not Entered	Fatal	2003-2004 kindergarten enrollment has been entered in Workpaper F and 2003-2004 staffing and non-salary costs have not been entered in Workpaper F.
WP F: 03-04 Non-Salary Costs Not Entered	Fatal	2003-2004 kindergarten enrollment and staffing costs have been entered in Workpaper F and 2003-2004 non-salary costs have not been entered in Workpaper F.
WP F: 03-04 Staffing Not Entered	Fatal	2003-2004 kindergarten enrollment and non-salary costs have been entered in Workpaper F and 2003-2004 staffing costs have not been entered in Workpaper F.
WP F: 03-04 Enrollments and Non-Salary Costs Not Entered	Fatal	2003-2004 staffing costs have been entered in Workpaper F and 2003-2004 kindergarten enrollment and non-salary costs have not been entered in Workpaper F.
WP F: 03-04 Enrollments and Staffing Not Entered	Fatal	2003-2004 non-salary costs have been entered in Workpaper F and 2003-2004 kindergarten enrollment and staffing costs have not been entered in Workpaper F.
WP F: 03-04 Enrollments Not Entered	Fatal	2003-2004 staffing and non-salary costs have been entered in Workpaper F and 2003-2004 kindergarten enrollment has not been entered in Workpaper F.
WP F: 03-04 Benefits	Warning	2003-2004 kindergarten FTE and salaries have been

ERROR MESSAGE	ERROR CODE	EXPLANATION
Not Entered		entered in Workpaper F and 2003-2004 benefits have not been entered in Workpaper F.
WP F: 03-04 FTE and Salary Not Entered	Fatal	2003-2004 kindergarten benefits have been entered in Workpaper F and 2003-2004 FTE and salaries have not been entered in Workpaper F.
WP F: 03-04 FTE and Benefits Not Entered	Fatal	2003-2004 kindergarten salaries have been entered in Workpaper F and 2003-2004 FTE and benefits have not been entered in Workpaper F.
WP F: 03-04 Salary and Benefits Not Entered	Fatal	2003-2004 kindergarten FTE have been entered in Workpaper F and 2003-2004 salaries and benefits have not been entered in Workpaper F.
WP "@" Line "@": 02-03 Salary Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2002-2003 FTE has been entered and 2002-2003 salaries have not been entered.
WP "@" Line "@": 02-03 FTE Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2002-2003 salaries have been entered and 2002-2003 FTE have not been entered.
WP "@" Line "@": 03-04 Salary Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2003-2004 FTE has been entered and 2003-2004 salaries have not been entered.
WP "@" Line "@": 03-04 FTE Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2003-2004 salaries have been entered and 2003-2004 FTE have not been entered.
W/P K: 02-03 Benefits Not Entered	Warning	2002-2003 FTE and salaries have been entered in one or more Workpapers B, G, H, I, J, K, L and 2002-2003 benefits have not been entered in Workpaper K.
Either One or More W/Ps B and G-L: 02-03 FTE and Salary Not Entered	Fatal	2002-2003 benefits have been entered in Workpaper K but 2002-2003 FTE and salaries have not been entered in at least one of the Workpapers B, G, H, I, J, K or L.
W/P K: 03-04 Benefits Not Entered	Warning	2003-2004 FTE and salaries have been entered in one or more Workpapers B, G, H, I, J, K, L and 2003-2004 benefits have not been entered in Workpaper K.
Either One or More W/Ps B and G-L: 03-04 FTE and Salary Not Entered	Fatal	2003-2004 benefits have been entered in Workpaper K but 2003-2004 FTE and salaries have not been entered in at least one of the Workpapers B, G, H, I, J, K or L.
WP X: 02-03 Benefits Not Entered	Warning	2002-2003 additional resource FTE and salaries have been entered in Workpaper X and 2002-2003 benefits have not been entered in Workpaper X.
WP X: 02-03 FTE and Salary Not Entered	Fatal	2002-2003 additional resource benefits have been entered in Workpaper X and 2002-2003 FTE and salaries have not been entered in Workpaper X.
WP X: 02-03 FTE and Benefits Not Entered	Fatal	2002-2003 additional resources salaries have been entered in Workpaper X and 2002-2003 FTE and benefits have not

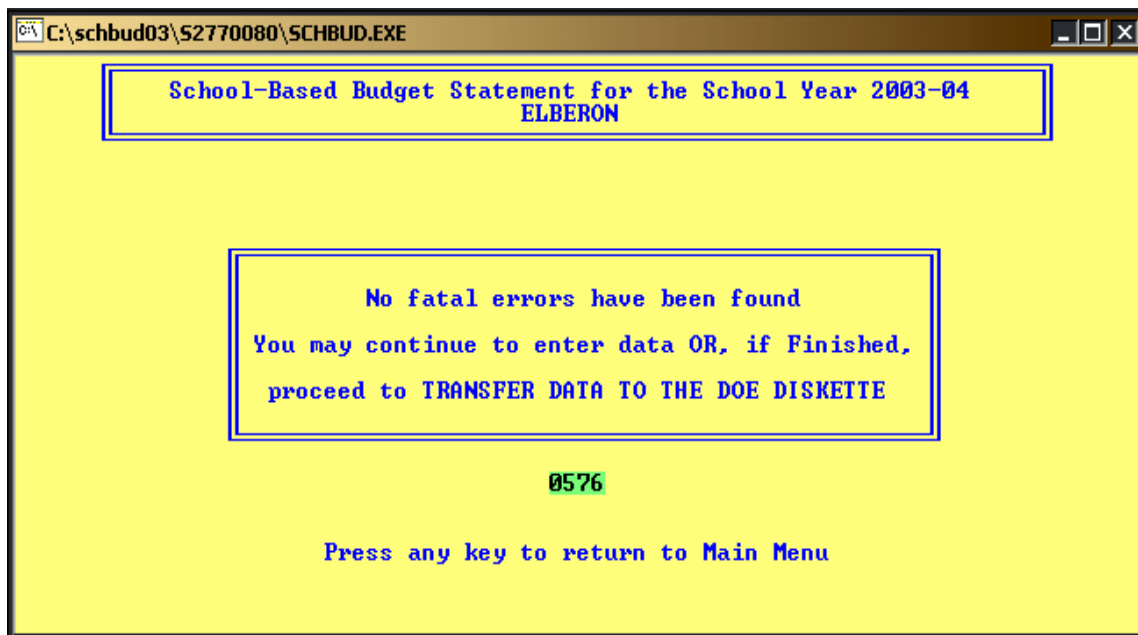
ERROR MESSAGE	ERROR CODE	EXPLANATION
		been entered in Workpaper X.
WP X: 02-03 Salary and Benefits Not Entered	Fatal	2002-2003 additional resources FTE have been entered in Workpaper X and 2002-2003 salaries and benefits have not been entered in Workpaper X.
WP X: 03-04 Benefits Not Entered	Warning	2003-2004 additional resource FTE and salaries have been entered in Workpaper X and 2003-2004 benefits have not been entered in Workpaper X.
WP X: 03-04 FTE and Salary Not Entered	Fatal	2003-2004 additional resource benefits have been entered in Workpaper X and 2003-2004 FTE and salaries have not been entered in Workpaper X.
WP X: 03-04 FTE and Benefits Not Entered	Fatal	2003-2004 additional resources salaries have been entered in Workpaper X and 2003-2004 FTE and benefits have not been entered in Workpaper X.
WP X: 03-04 Salary and Benefits Not Entered	Fatal	2003-2004 additional resources FTE have been entered in Workpaper X and 2003-2004 salaries and benefits have not been entered in Workpaper X.

SECTION F

TRANSFER DATA TO DISKETTE

Once all fatal edits are cleared and reports run, perform the “Transfer to Diskette” operation. This function should only be performed when all data has been entered and edited. The transfer data function cannot be performed unless all fatal errors identified through the edit function have been corrected. A suggested order for completing the transfer process is as follows:

- ✓ Perform edits, clear all fatal edits to obtain final approval code and print edit report.
 - ✓ Print all necessary reports. (Final approval code must be on all reports).
 - ✓ Transfer data to diskette (View screen to make sure approval code matches printed reports).
1. Select "Transfer Data to Diskette" from the main menu and press the **ENTER** key. If no fatal edits have been found you will receive the below screen. This screen highlights the four-digit approval code that must appear on all reports generated for final submission to the Department. Every time the perform edit option is selected, the four-digit approval code will change. If any data entry screen is accessed prior to printing the reports, the four-digit approval code will be removed from the system and will not print on the reports. At this point you will need to run the edits again. This will change the approval code and therefore, the transfer data to diskette will need to be performed again in order for the reports and transfer diskette to have the same four-digit approval code.



2. Follow the instructions on the screen:
 - a. Enter the letter of your floppy disk drive (A or B).
 - b. Place any blank formatted diskette into the floppy drive that was selected.
 - c. Press any key when ready to copy.
3. When the copy process is complete, follow the instructions on the screen to remove the diskette

This will generate two transmittal forms. Check these forms to ensure that the four-digit code in the upper left-hand corner is the same code as the budget reports that are sent to Department. Sign, date, and send the “Letter of Transmittal” and the “Diskette School Transmittal Form” to the Department with the paper copy of the budget and the transfer diskette. See the following page for an example of the transmittal form.

It is extremely important that the approval code on the PIRC copy of your budget and the code on the budget transferred to diskette and imported into the district budget are the same. Remember that every time you run edits or access any data entry screen in the budget software, the approval code in the upper left-hand corner changes.

This four-digit code will be used by the Department to verify that the data submitted to the Department on diskette and imported into the district-wide budget software is the approved budget data for your school. If you access the screens or perform the edits after printing the reports a different four-digit code will appear.

EXAMPLE OF LETTER OF TRANSMITTAL

10/07/2002
17:01:08
0576

School Budget Statement For the School Year 2003-2004

Letter of Transmittal	Date of Transmittal:
<input type="checkbox"/> Original	<input type="checkbox"/> Revised _____
	(Date of Revision)

To the Commissioner of Education:

ELBERON School – 080, in the District of Long Branch City – 2770, County of MONMOUTH – 25; submits herewith the proposed budget statement for fiscal year 2003-2004. The budget statement has been prepared, reviewed and revised as necessary by the district central office, school principal and school staff.

Principal Date

School Management & Improvement Team Chairperson Date

_____ Chief School Administrator Date	_____ School Business Administrator Date
---	--

APPENDIX A

DEFINITIONS FOR ABBREVIATIONS USED WITHIN THIS MANUAL

DOE	Department of Education
Excel Budget Development Workpapers	The School-Based Budget Development Workpapers developed in Microsoft Excel
Fund 15	Blended Resource Fund
Fund 15 Statement	Creation of a file produced by the School-Based Budget Software for incorporation into the District-Wide Budget.
SBB Software	The School-Based Budget Statement Software that is available for download over the DOENET
SMIT	School Management and Improvement Team, formerly SMT (School Management Team)
WSR	Whole School Reform

APPENDIX B

SCHOOL-BASED BUDGET APPROPRIATION ACCOUNT CROSSWALK

DATA ENTRY COMPARISON FOR THE 2003-04 SCHOOL BASED BUDGET

EXCEL BUDGET DEVELOPMENT WORKPAPERS VS SBB SOFTWARE

This comparison grid is to help aid the user of the SBB Software. Unless noted on the below grid, there should be a one for one crosswalk from the Excel Budget Development Workpapers to the SBB Software of the 2003-04 school based budget data entry fields. Also, narrative fields for the SBB Software are optional and a crosswalk is not being provided for those items.

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
	REGULAR WORKPAPER		
N/A		Summary Info	Grade Span
A	Projected Self Contained Enrollment	N/A	
“	Projected Preschool Enrollment	N/A	
“	Projected Kindergarten Enrollment	N/A	
“	Projected Enrollment Grades 1-12	N/A	
“	Title II	Summary Info	These descriptions do not exist. You must use one or more of the four “Other” categories and rename as appropriate. If more than four “Other” categories exist, then some of the categories must be combined.
“	Title IV		
“	Title VI		
“	Class Size Reduction		
“	CSRD		
B	Acct 15-120-100-101 – Teacher Salaries Grades 1-5 - FTE and Salary	B	Grade 1-5 Teacher – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides Grades 1-5 - FTE and Salary	I	Grades 1-5 Aides – FTE and Salary
“	Acct 15-130-100-101 – Teacher Salaries Grades 6-8 - FTE and Salary	B	Grade 6-8 Teacher – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides Grades 6-8 - FTE and Salary	I	Grades 6-8 Aides – FTE and Salary
“	Acct 15-140-100-101 – Teacher Salaries Grades 9-12 - FTE and Salary	B	Grade 9-12 Teacher – FTE and Salary

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
B	Acct 15-190-100-106 – Teacher Aides Grades 6-8 - FTE and Salary	I	Grades 9-12 Aides – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides Grades 9-12 - FTE and Salary	L	Alternative School – Other Inst Sal
“	Acct 15-120-100-101 – Teacher Tutors Grades 1-5 - FTE and Salary	H	Grades 1-5 – FTE and Salary
“	Acct 15-130-100-101 – Teacher Tutors Grades 6-8 - FTE and Salary	H	Grades 6-8 – FTE and Salary
“	Acct 15-120-100-101 – Regular Instruction Specialists Grades 1-5 - FTE and Salary	G	Grades 1-5 – FTE and Salary
“	Acct 15-130-100-101 – Regular Instruction Specialists Grades 6-8 - FTE and Salary	G	Grades 6-8 – FTE and Salary
“	Acct 15-140-100-101 – Regular Instruction Specialists Grades 9-12 - FTE and Salary	G	Grades 9-12 – FTE and Salary
“	Acct 15-000-211-100 – Attendance/Drop Out Prevention Officer – FTE and Salary	J	Attendance/Drop Out Prevention Officer – FTE and Salary
“	Acct 15-000-211-100 – Social Workers - FTE and Salary	J	Social Worker – FTE and Salary
“	Acct 15-000-211-100 – Family Liaison - FTE and Salary	J	Family Liaison – FTE and Salary
B	Acct 15-000-211-100 – Attendance/Social Work Secretarial/Clerical - FTE and Salary	K	Attendance and Social Work – FTE and Salary
“	Acct 15-000-213-100 – Nurse/Health Specialist - FTE and Salary	J	Nurse/Health Specialist – FTE and Salary
“	Acct 15-000-213-100 – Health and Social Services Coordinator - FTE and Salary	J	Health/Social Service Coord – FTE and Salary
“	Acct 15-000-213-100 – Health Services Secretarial/Clerical - FTE and Salary	K	Health Services – FTE and Salary
“	Acct 15-000-213-100 - Substance Abuse Counselor - FTE and Salary	L	Health Services – Sal - FTE and Salary
“	Acct 15-000-218-104 – Guidance Counselor - FTE and Salary	J	Combine the two lines and enter on Guidance Counselor – FTE and Salary
“	Acct 15-000-218-104 – School-To- Work Counselor - FTE and Salary		
“	Acct 15-000-218-105 – Other Student Support-Secretarial/Clerical Assts - FTE	K	Oth Student Support Serv – Regular - FTE and Salary

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
	and Salary		
B	Acct 15-000-218-110 – Guidance Other Salaries - FTE and Salary	L	Combine the two lines and enter on Oth Stud Sup Serv-Reg-Other Sal– FTE and Salary
“	Acct 15-000-218-110 - In-School Suspension Officer - FTE and Salary		
“	Acct 15-000-221-102 – Supervisors of Instruction - FTE and Salary	L	Imp of Inst - Inst. Supervisor Sal - FTE and Salary
“	Acct 15-000-221-104 – Other Professional Staff Facilitator- FTE and Salary	J	Combine the two lines and enter on Facilitator - FTE and Salary
“	Acct 15-000-221-104 - WSR Model District Coach - FTE and Salary		
“	Acct 15-000-221-105 – Secretarial/Clerical Assts - FTE and Salary	K	Imp of Inst Serv - FTE and Salary
“	Acct 15-000-221-110 – Improve. Instruct. Other Salaries - FTE and Salary	L	Imp of Inst – Other Sal - FTE and Salary
“	Acct 15-000-222-100 – Technology Coordinator - FTE and Salary	J	Technology Coordinator - FTE and Salary
“	Acct 15-000-222-100 – Librarian/Media Specialists - FTE and Salary	J	Librarian/Media Specialist - FTE and Salary
“	Acct 15-000-222-100 – Secretarial/Clerical Assts - FTE and Salary	K	Ed Media Serv/School Library - FTE and Salary
“	Acct 15-000-240-103 – Principals - FTE and Salary	J	Combine the two lines and enter on Principal - FTE and Salary
“	Acct 15-000-240-103 – Vice-Principals - FTE and Salary		
“	Acct 15-000-240-104 – Other Professional Staff - FTE and Salary	L	Sch Admin-Oth Prof Sal - FTE and Salary
“	Acct 15-000-240-105 – Secretarial/Clerical Assts - FTE and Salary	K	School Administration - FTE and Salary
“	Acct 15-000-240-110 – School Admin-Other Salaries - FTE and Salary	L	Sch Admin – Other Sal - FTE and Salary
“	Acct 15-000-262-100 – Security Officers - FTE and Salary	J	Security Officer – Other Sal - FTE and Salary
“	Salaries – Other (List)	L	As Applicable
“	Acct 15-000-200-200 – Fringe Benefits	K	Do not complete the individual line item benefits on W./P’s B and G-L. Instead put all the benefits on W/P K – Fringe

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
			Benefits-Regular
B	2002-2003 Projected Enrollment	N/A	
M	Acct 15-000-221-1XX – Summer Curriculum Development	M	The total dollar amount will need to be split out by one or more of the four object codes 102, 104, 105, 110. The line description begins with Imp Inst-Sum Cur
N	Acct 15-4??-100-500 – Purchased Professional Education Services	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Purchased Prof Ed Ser
N	Acct 15-4??-100-500 – Purchased Technical Services	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Purch Tech Ser
N	Acct 15-4??-100-500 – Other Purchased Services	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Oth Purch Ser
N	Acct 15-4??-100-600 – Supplies & Materials	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Sup/Materials
N	Acct 15-4??-100-640 – Textbook	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Textbooks
N	Acct 15-4??-100-800 – Objects	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
			Oth Objects
X-1	Workpaper allows free form entry of account numbers	X-Staffing	As applicable. Not applicable for middle school or high school.
X-1	Fringe Benefits	X-Staffing	Do not complete the individual line item benefits on W/P X. Instead put all the benefits for additional resources on X on the first line entitled Reg Prog-Presch/Kind Teachers Sal
X-2	Workpaper allows free form entry of account numbers	X-Non-Salary	As applicable
	Kindergarten		
A	Acct 15-110-100-101 – Teachers-Kindergarten - FTE and Salary	F-Staffing	Kindergarten Teacher – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides-Kindergarten - FTE and Salary	F-Staffing	Kindergarten Aide – FTE and Salary
“	Acct 15-000-200-200 – Kindergarten Fringe Benefits	F-Staffing	Enter all kindergarten fringe benefits on line Kindergarten Teacher - Benefits
“	2002-2003 Projected Enrollment	N/A	
M	Acct 15-110-100-101 – Kindergarten Teachers	F-Non Salary	Reg Inst Teacher Stip and Subs (101)
M	Acct 15-190-100-106 – Classroom Aides Kindergarten	F-Non Salary	Reg Undist Aide Stip and Subs (106)
N3	Acct 15-190-100-320 – Purchased Professional Educational Services	F-Non-Salary	Reg Undist Purch Prof-Ed Serv (320)
“	Acct 15-190-100-340 – Purchased Technical Services	F-Non-Salary	Reg Undist Purch Tech Servs (340)
“	Acct 15-190-100-500 – Other Purchased Services	F-Non-Salary	Reg Undist Oth Purch Tech Serv (500)
“	Acct 15-190-100-610 – Supplies & Materials	F-Non-Salary	Reg Undist Sup and Materials (610)
“	Acct 15-190-100-640 – Textbooks	F-Non-Salary	Reg Undist Textbooks (640)
“	Acct 15-190-100-800 – Other Objects	F-Non-Salary	Reg Undist Oth Objects (800)
“	Acct 15-110-100-730 – Equipment	F-Non-Salary	Inst Staff Trn Equipment (730)
	CATEGORICAL WORKPAPERS		

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
(Each Categorical program workpaper must be selected in the DOE software on W/P D under the Summary of Programs and Services for each applicable program, including enrollment data, before detail data can be entered)			
A	Acct 15-XXX-100-101 – Teachers – FTE and Salary	D2	Detailed budget for applicable program-Staffing – Teacher - FTE and Salary
A	Acct 15-XXX-100-106 – Teacher Aides – FTE and Salary	D2	Detailed budget for applicable program-Staffing – Aide - FTE and Salary
“	Acct 15-XXX-200-200 – Fringe Benefits	D2	Enter total fringe benefits for each applicable program under Staffing on line-Teacher - Benefits
“	2002-2003 Projected Enrollment	D1	Summary of Programs and Services - # of Students Served – for each applicable program
M	Acct 15-XXX-100-101 – Teachers	D2	Detailed budget for applicable program – Non-Salary Costs – Teacher Stipends and Subs
M	Acct 15-XXX-100-106 – Teacher Aides	D2	Detailed budget for applicable program – Non-Salary Costs – Aide Stipends and Subs
N	Acct 15-XXX-100-320 Purchased Professional Educational Services	D2	Detailed budget for applicable program – Non-Salary Costs – Purchased Prof-Ed Services
“	Acct 15-XXX-100-340 Purchased Technical Services	D2	Detailed budget for applicable program – Non-Salary Costs – Purchased Technical Services
“	Acct 15-XXX-100-500 Other Purchased Services	D2	Detailed budget for applicable program – Non-Salary Costs – Other Purchased Services
“	Acct 15-XXX-100-610 Supplies and Materials	D2	Detailed budget for applicable program – Non-Salary Costs – Supplies and Materials
“	Acct 15-XXX-100-640 Textbooks	D2	Detailed budget for applicable program – Non-Salary Costs – Textbooks
“	Acct 15-XXX-100-800 Other Objects	D2	Detailed budget for applicable program – Non-Salary Costs – Other Objects
“	Acct 15-XXX-100-730 Equipment	D2	Detailed budget for applicable program – Non-Salary Costs – under the applicable Equipment line(s)

APPENDIX C

SCHOOL-BASED BUDGET FUND 15 AND WORKPAPER CROSSWALK

This table provides a crosswalk of the SBB Software data collection workpapers to the Fund 15 account numbers. Since multiple workpapers may use the same Fund 15 account number, this appendix highlights which workpapers may be included on any one Fund 15 account number. Note that there is unique line number for each account number. The summary of dollar amounts budgeted by Fund 15 account number is printed on the SBB Software report entitled “Detailed Appropriations Import Summary.”

			Workpapers																							
LINE		DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
		Regular Programs - Instruction																								
02510		Preschool/Kindergarten - Salaries of Teachers	15-110-100-101			E	F																		X	
02520		Grades 1-5 - Salaries of Teachers	15-120-100-101	B				G	H					M											X	
02530		Grades 6-8 - Salaries of Teachers	15-130-100-101	B	D			G	H				L	M											X	
02540		Grades 9-12 - Salaries of Teachers	15-140-100-101	B	D			G					L	M											X	
		Regular Programs - Undistributed Instruction																								
02640		Other Salaries for Instruction	15-190-100-106		D	E	F			I			L	M											X	
02650		Purchased Professional-Educational Services	15-190-100-320		D	E	F								N										X	
02660		Purchased Technical Services	15-190-100-340		D	E	F								N										X	
02670		Other Purchased Services (400-500 series)	15-190-100-500		D	E	F								N										X	
02680		General Supplies	15-190-100-610		D	E	F								N										X	
02690		Textbooks	15-190-100-640		D	E	F								N										X	
02700		Other Objects	15-190-100-800		D	E	F								N										X	
02710		TOTAL REGULAR PROGRAMS - INSTRUCTION																								
		SPECIAL EDUCATION - INSTRUCTION																								
		Cognitive - Mild:																								
02720		Salaries of Teachers	15-201-100-101		D								L													
02730		Other Salaries for Instruction	15-201-100-106		D								L													
02740		Purchased Professional-Educational Services	15-201-100-320		D																					
02750		Purchased Technical Services	15-201-100-340		D																					
02760		Other Purchased Services (400-500 series)	15-201-100-500		D																					
02770		General Supplies	15-201-100-610		D																					
02780		Textbooks	15-201-100-640		D																					
02790		Other Objects	15-201-100-800		D																					
02800		Total Cognitive - Mild																								
		Cognitive - Moderate:																								
02810		Salaries of Teachers	15-202-100-101		D								L													
02820		Other Salaries for Instruction	15-202-100-106		D								L													
02830		Purchased Professional-Educational Services	15-202-100-320		D																					
02840		Purchased Technical Services	15-202-100-340		D																					
02850		Other Purchased Services (400-500 series)	15-202-100-500		D																					
02860		General Supplies	15-202-100-610		D																					
02870		Textbooks	15-202-100-640		D																					
02880		Other Objects	15-202-100-800		D																					
02890		Total Cognitive - Moderate																								
		Learning and/or Language Disabilities:																								
02990		Salaries of Teachers	15-204-100-101		D								L													

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
03000	Other Salaries for Instruction	15-204-100-106		D								L												
03010	Purchased Professional-Educational Services	15-204-100-320		D																				
03020	Purchased Technical Services	15-204-100-340		D																				
03030	Other Purchased Services (400-500 series)	15-204-100-500		D																				
03040	General Supplies	15-204-100-610		D																				
03050	Textbooks	15-204-100-640		D																				
03060	Other Objects	15-204-100-800		D																				
03070	Total Learning and/or Language Disabilities																							
	Visual Impairments:																							
03170	Salaries of Teachers	15-206-100-101		D								L												
03180	Other Salaries for Instruction	15-206-100-106		D								L												
03190	Purchased Professional-Educational Services	15-206-100-320		D																				
03200	Purchased Technical Services	15-206-100-340		D																				
03210	Other Purchased Services (400-500 series)	15-206-100-500		D																				
03220	General Supplies	15-206-100-610		D																				
03230	Textbooks	15-206-100-640		D																				
03240	Other Objects	15-206-100-800		D																				
03250	Total Visual Impairments																							
	Auditory Impairments:																							
03260	Salaries of Teachers	15-207-100-101		D								L												
03270	Other Salaries for Instruction	15-207-100-106		D								L												
03280	Purchased Professional-Educational Services	15-207-100-320		D																				
03290	Purchased Technical Services	15-207-100-340		D																				
03300	Other Purchased Services (400-500 series)	15-207-100-500		D																				
03310	General Supplies	15-207-100-610		D																				
03320	Textbooks	15-207-100-640		D																				
03330	Other Objects	15-207-100-800		D																				
03340	Total Auditory Impairments																							
	Behavioral Disabilities:																							
03440	Salaries of Teachers	15-209-100-101		D								L												
03450	Other Salaries for Instruction	15-209-100-106		D								L												
03460	Purchased Professional-Educational Services	15-209-100-320		D																				
03470	Purchased Technical Services	15-209-100-340		D																				
03480	Other Purchased Services (400-500 series)	15-209-100-500		D																				
03490	General Supplies	15-209-100-610		D																				
03500	Textbooks	15-209-100-640		D																				
03510	Other Objects	15-209-100-800		D																				
03520	Total Behavioral Disabilities																							
	Multiple Disabilities:																							
03770	Salaries of Teachers	15-212-100-101		D								L												
03780	Other Salaries for Instruction	15-212-100-106		D								L												
03790	Purchased Professional-Educational Services	15-212-100-320		D																				
03800	Purchased Technical Services	15-212-100-340		D																				
03810	Other Purchased Services (400-500 series)	15-212-100-500		D																				
03820	General Supplies	15-212-100-610		D																				
03830	Textbooks	15-212-100-640		D																				
03840	Other Objects	15-212-100-800		D																				
03850	Total Multiple Disabilities																							
	Resource Room/Resource Center:																							
03860	Salaries of Teachers	15-213-100-101		D								L												
03870	Other Salaries for Instruction	15-213-100-106		D								L												
03880	Purchased Professional-Educational Services	15-213-100-320		D																				
03890	Purchased Technical Services	15-213-100-340		D																				
03900	Other Purchased Services (400-500 series)	15-213-100-500		D																				
03910	General Supplies	15-213-100-610		D																				
03920	Textbooks	15-213-100-640		D																				

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
03930	Other Objects	15-213-100-800		D																				
03940	Total Resource Room/Resource Center																							
	Autism:																							
03950	Salaries of Teachers	15-214-100-101		D								L												
03960	Other Salaries for Instruction	15-214-100-106		D								L												
03970	Purchased Professional-Educational Services	15-214-100-320		D																				
03980	Purchased Technical Services	15-214-100-340		D																				
03990	Other Purchased Services (400-500 series)	15-214-100-500		D																				
04000	General Supplies	15-214-100-610		D																				
04010	Textbooks	15-214-100-640		D																				
04020	Other Objects	15-214-100-800		D																				
04030	Total Autism																							
	Preschool Disabilities - Part-Time:																							
04040	Salaries of Teachers	15-215-100-101		D								L												
04050	Other Salaries for Instruction	15-215-100-106		D								L												
04060	Purchased Professional-Educational Services	15-215-100-320		D																				
04070	Purchased Technical Services	15-215-100-340		D																				
04080	Other Purchased Services (400-500 series)	15-215-100-500		D																				
04090	General Supplies	15-215-100-610		D																				
04100	Textbooks	15-215-100-640		D																				
04110	Other Objects	15-215-100-800		D																				
04120	Total Preschool Disabilities - Part-Time																							
	Preschool Disabilities - Full-Time:																							
04130	Salaries of Teachers	15-216-100-101		D								L												
04140	Other Salaries for Instruction	15-216-100-106		D								L												
04150	Purchased Professional-Educational Services	15-216-100-320		D																				
04160	Purchased Technical Services	15-216-100-340		D																				
04170	Other Purchased Services (400-500 series)	15-216-100-500		D																				
04180	General Supplies	15-216-100-610		D																				
04190	Textbooks	15-216-100-640		D																				
04200	Other Objects	15-216-100-800		D																				
04210	Total Preschool Disabilities - Full-Time:																							
	Cognitive - Severe:																							
04710	Salaries of Teachers	15-222-100-101		D								L												
04720	Other Salaries for Instruction	15-222-100-106		D								L												
04730	Purchased Professional-Educational Services	15-222-100-320		D																				
04740	Purchased Technical Services	15-222-100-340		D																				
04750	Other Purchased Services (400-500 series)	15-222-100-500		D																				
04760	General Supplies	15-222-100-610		D																				
04770	Textbooks	15-222-100-640		D																				
04780	Other Objects	15-222-100-800		D																				
04790	Total Cognitive - Severe																							
04800	TOTAL SPECIAL EDUCATION - INSTRUCTION																							
	Basic Skills/Remedial - Instruction																							
04810	Salaries of Teachers	15-230-100-101		D								L												
04820	Other Salaries for Instruction	15-230-100-106		D								L												
04830	Purchased Professional-Educational Services	15-230-100-320		D																				
04840	Purchased Technical Services	15-230-100-340		D																				
04850	Other Purchased Services (400-500 series)	15-230-100-500		D																				
04860	General Supplies	15-230-100-610		D																				
04870	Textbooks	15-230-100-640		D																				
04880	Other Objects	15-230-100-800		D																				
04890	Total Basic Skills/Remedial - Instruction																							
	Bilingual Education - Instruction																							
04900	Salaries of Teachers	15-240-100-101		D								L												
04910	Other Salaries for Instruction	15-240-100-106		D								L												

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
04920	Purchased Professional-Educational Services	15-240-100-320		D																				
04930	Purchased Technical Services	15-240-100-340		D																				
04940	Other Purchased Services (400-500 series)	15-240-100-500		D																				
04950	General Supplies	15-240-100-610		D																				
04960	Textbooks	15-240-100-640		D																				
04970	Other Objects	15-240-100-800		D																				
04980	Total Bilingual Education - Instruction																							
	Vocational Programs - Local - Instruction																							
04990	Salaries of Teachers	15-3XX-100-101		D								L												
05000	Other Salaries for Instruction	15-3XX-100-106		D								L												
05010	Purchased Professional-Educational Services	15-3XX-100-320		D																				
05020	Purchased Technical Services	15-3XX-100-340		D																				
05030	Other Purchased Services (400-500 series)	15-3XX-100-500		D																				
05040	General Supplies	15-3XX-100-610		D																				
05050	Textbooks	15-3XX-100-640		D																				
05060	Other Objects	15-3XX-100-800		D																				
05070	Total Vocational Programs - Local - Instruction																							
05640	TOTAL VOCATIONAL PROGRAMS																							
	School-Spon. Cocurricular Actvts. - Inst.																							
06030	Salaries	15-401-100-100										L	M											
06040	Purchased Services (300-500 series)	15-401-100-500												N										
06050	Supplies and Materials	15-401-100-600												N										
06060	Other Objects	15-401-100-800												N										
06080	Total School-Spon. Cocurricular Actvts. - Inst.																							
	School-Spon. Athletics - Inst.																							
6090	Salaries	15-402-100-100										L	M											
6100	Purchased Services (300-500 series)	15-402-100-500												N										
6110	Supplies and Materials	15-402-100-600												N										
6120	Other Objects	15-402-100-800												N										
6140	Total School-Spon. Cocurricular Actvts. - Inst.																							
	Other Instructional Programs - Instruction																							
06150	Salaries	15-4XX-100-100		D								L												X
06160	Purchased Services (300-500 series)	15-4XX-100-500		D										N										X
06170	Supplies and Materials	15-4XX-100-600		D										N										X
06180	Other Objects	15-4XX-100-800		D										N										X
06200	Total Other Instructional Programs - Instruction																							
	Undistributed Expend. - Attend. & Social Work																							
06370	Salaries	15-000-211-100								J	K	L	M											
06380	Purchased Professional and Technical Services	15-000-211-300													O									
06390	Other Purchased Services (400-500 series)	15-000-211-500													O									
06400	Supplies and Materials	15-000-211-600													O									
06410	Other Objects	15-000-211-800													O									
06420	Total Undistributed Expend. - Attend. & Social Work																							
	Undistributed Expenditures - Health Services																							
06430	Salaries	15-000-213-100								J	K	L	M											
06440	Purchased Professional and Technical Services	15-000-213-300													P									
06450	Other Purchased Services (400-500 series)	15-000-213-500													P									
06460	Supplies and Materials	15-000-213-600													P									
06470	Other Objects	15-000-213-800													P									
06480	Total Undistributed Expenditures - Health Services																							
	Undist. Expend. - Other Supp. Serv. Students-Reg.																							
06490	Salaries of Other Professional Staff	15-000-218-104								J		L	M											
06500	Salaries of Secretarial and Clerical Assistants	15-000-218-105									K	L	M											
06510	Other Salaries	15-000-218-110										L	M											
06520	Purchased Professional - Educational Services	15-000-218-320														Q								

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
06530	Other Purchased Prof. and Tech. Services	15-000-218-390															Q							
06540	Other Purchased Services (400-500 series)	15-000-218-500															Q							
06550	Supplies and Materials	15-000-218-600															Q							
06560	Other Objects	15-000-218-800															Q							
06570	Total Undist. Expend. - Other Supp. Serv. Students-Reg.																							
	Undist. Expend. - Improvement of Inst. Serv.																							
06750	Salaries of Supervisor of Instruction	15-000-221-102										L	M											
06760	Salaries of Other Professional Staff	15-000-221-104								J		L	M											
06770	Salaries of Secr and Clerical Assist.	15-000-221-105									K	L	M											
06780	Other Salaries	15-000-221-110										L	M											
06790	Purchased Prof- Educational Services	15-000-221-320																R						
06800	Other Purch Prof. and Tech. Services	15-000-221-390																R						
06810	Other Purch Services (400-500)	15-000-221-500																R						
06820	Supplies and Materials	15-000-221-600																R						
06830	Other Objects	15-000-221-800																R						
06840	Total Undist. Expend. - Improvement of Inst. Serv.																							
	Undist. Expend. - Edu. Media Serv./Sch. Library																							
06850	Salaries	15-000-222-100								J	K	L	M											
06860	Purchased Professional and Technical Services	15-000-222-300																S						
06870	Other Purchased Services (400-500 series)	15-000-222-500																S						
06880	Supplies and Materials	15-000-222-600																S						
06890	Other Objects	15-000-222-800																S						
06900	Total Undist. Expend. - Edu. Media Serv./Sch. Library																							
	Undist. Expend. - Instructional Staff Training Serv.																							
07605	Purchased Professional - Educational Service	15-000-223-320																		T				
07606	Other Purchased Prof. and Tech. Services	15-000-223-390																	T					
07607	Other Purchased Services (400-500 series)	15-000-223-500																	T					
07608	Supplies and Materials	15-000-223-600																	T					
07609	Other Objects	15-000-223-800																	T					
07610	Total Undist. Expend. - Instructional Staff Training Serv.																							
	Undist. Expend. - Support Serv. - School Admin.																							
07010	Salaries of Principals/Assistant Principals	15-000-240-103								J		L	M											
07020	Salaries of Other Professional Staff	15-000-240-104										L	M											
07030	Salaries of Secretarial and Clerical Assistants	15-000-240-105									K	L	M											
07040	Other Salaries	15-000-240-110										L	M											
07050	Purchased Professional and Technical Services	15-000-240-300																		U				
07060	Other Purchased Services (400-500 series)	15-000-240-500																		U				
07070	Supplies and Materials	15-000-240-600																		U				
07080	Other Objects	15-000-240-800																		U				
07090	Total Undist. Expend. - Support Serv. - School Admin.																							
	Undist. Expend. - Oth. Oper. & Maint. of Plant																							
07626	Salaries	15-000-262-100								J		L	M											
07633	General Supplies	15-000-262-610																			V			
07636	Total Undist. Expend. - Other Oper. & Maint. of Plant																							
07637	Total Undist. Expend-Oper. & Maint.of Plant Serv.																							
	Undist. Expend. - Student Transportation Serv.																							
07270	Contr Serv(Oth. than Bet Home & Sch)-Vend	15-000-270-512																			V			
07350	Total Undist. Expend. - Student Transportation Serv.																							
	UNALLOCATED BENEFITS																							
12710	TOTAL UNALLOCATED BENEFITS	15-000-291-2XX		D	E	F					K													X
07570	TOTAL UNDISTRIBUTED EXPENDITURES																							
07580	TOTAL GENERAL CURRENT EXPENSE																							

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	CAPITAL OUTLAY																							
	EQUIPMENT																							
07700	Preschool/Kindergarten	15-110-100-730			E	F																		X
07710	Grades 1-5	15-120-100-730																					W	X
07720	Grades 6-8	15-130-100-730		D																			W	X
07730	Grades 9-12	15-140-100-730		D																			W	X
	Special Education - Instruction:																							
07740	Cognitive - Mild	15-201-100-730		D																				
07750	Cognitive - Moderate	15-202-100-730		D																				
07770	Learning and/or Language Disabilities	15-204-100-730		D																				
07790	Visual Impairments	15-206-100-730		D																				
07800	Auditory Impairments	15-207-100-730		D																				
07820	Behavioral Disabilities	15-209-100-730		D																				
07850	Multiple Disabilities	15-212-100-730		D																				
07860	Resource Room/Resource Center	15-213-100-730		D																				
07870	Autism	15-214-100-730		D																				
07880	Preschool Disabilities - Part-Time	15-215-100-730		D																				
07890	Preschool Disabilities - Full-Time	15-216-100-730		D																				
07950	Cognitive - Severe	15-222-100-730		D																				
07960	Basic Skills/Remedial - Instruction	15-230-100-730		D																				
07970	Bilingual Education - Instruction	15-240-100-730		D																				
08070	Vocational Programs - Local - Instruction	15-3XX-100-730		D																				
08080	School-Sponsored and Other Instructional Program	15-4XX-100-730		D																			W	X
08090	Undistributed Expenditures - Instruction	15-000-100-730		D																			W	
08100	Undist.Expend. -Support Serv.-Students - Reg.	15-000-210-730																					W	
08130	Undist.Expend.-Support Serv. - Inst. Staff	15-000-220-730																					W	
08150	Undistributed Expenditures - School Admin.	15-000-240-730																					W	
08160	Undistributed Expenditures - Op. & Main. Of Plant	15-000-260-730																					W	
08230	TOTAL EQUIPMENT																							
08340	TOTAL CAPITAL OUTLAY																							
09470	SCHOOL-BASED BUDGET GRAND TOTAL																							